

***OCCUPATIONAL OUTLOOK
&
TRAINING DIRECTORY***

***BUTTE COUNTY
1998***

A PRODUCT OF

The California Cooperative Occupational Information System

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Butte County Community Employment Center
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AREA PROFILE

Butte County is situated on the east side of Northern California's Sacramento Valley. The surrounding counties include Plumas on the northeast, Yuba on the southeast, Sutter and Colusa on the southwest, Glenn on the west, and Tehama on the northwest. The county covers 1,675 square miles.

Rising from the Sacramento River, its western boundary, to the Sierra Nevada mountains, its eastern perimeter, Butte County elevation spans from 60 to over 7,000 feet above sea level and has a considerable variation in climate. Summers at the lower elevations are dry and warm, with temperatures at times topping 100 degrees. The valley winters are mild, with occasional frosts. At the higher elevations, on the other hand, temperatures are generally cooler throughout the year, and winter brings regular snowfall.

The portion of the county lying in the Sacramento Valley has ideal conditions for agriculture. More than 40% of the land area in Butte County is utilized for farming. Grains, fruits, and nuts are the most important crops. Rice and almonds each account for more than 25% of the dollar value of the county's agricultural production. Walnuts, prunes, kiwifruit, peaches, and olives account for significant commodity revenue as well.

Major transportation routes in the county include State Highways 99 and 70. Two railroad lines pass through the county.

The five incorporated cities in Butte County are Paradise, Chico, Oroville, Gridley, and Biggs. Chico is the county's largest city and is an urban center for the surrounding agricultural area. California State University at Chico, with an enrollment of about 14,800 students, is located here. Bidwell Park in Chico is the third-largest city park in the world. From the university campus, the park extends 12 miles along both sides of Big Chico Creek.

The city of Paradise was incorporated during 1979 and is the second largest city in Butte County. Located 16 miles northeast of Chico, Paradise is mainly a residential community.

Oroville, the county seat and third largest city, is located near the site of the Oroville Dam, the world's largest earth-filled dam. The major industries of the Oroville area are agriculture, food processing, and the services associated with the surrounding recreational area. Located near Oroville are the farming and food processing communities of Biggs, Palermo, Richvale, and Gridley.

As of January 1, 1998, it is estimated that Butte County's population is 201,600, an increase of 2.1% over the previous year. This is slightly higher than California's population growth rate of 1.8% over 1997.

WHO ARE WE?

The Butte County Community Employment Centers are a cooperative partnership between the Butte County Private Industry Council (PIC), State of California Employment Development Department, Butte County Department of Social Services, and various other agencies.

MISSION STATEMENT

The mission of the Community Employment Centers (CEC) is to provide a “One-Stop” linkage between the labor pool and the job pool. It is a coordinated workforce investment system that stresses life-long learning for all workers. The CEC services are customer based and provide people with information leading to informed job and career choices. Customers are able to access a wide array of job preparation services. These services range from immediate job referral to occupation and education skills enhancement.

A further mission of the CEC is to be a central clearinghouse for businesses to fill their employment needs either through finding and referring skilled workers or by assisting in the training of future employees.

INTRODUCTION

The labor market information presented in this report was collected through a cooperative partnership between the Butte County Community Employment Center and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS) and was initiated in 1986. This is the third year that Butte County has participated.

The goal of this publication is to improve the match between the labor needs of employers and the skills of job seekers by providing current, local occupational information. Information in this report is specific to Butte County. This year’s report is comprehensive. You will find summaries of 62 occupations surveyed during the period from 1996 thru 1998. Additional occupations will be selected for study in successive years.

WHAT IS THE CCOIS?

Overview:

The California Cooperative Occupational Information System (CCOIS) is the local component of labor market research in California. Local labor market research in California is conducted primarily for the local Service Delivery Area (SDA) as established by the Job Training Partnership Act (JTPA). The system is comprised of two components: Employment and Training. The Employment component utilizes the resources of the various agencies represented on the steering committee that directs the activities of the CCOIS to collect information on employment demand. The Training component was originally developed through the leadership of the California Occupational Information Coordinating Committee (COICC) and its Technical Work Group.

The 1998 Butte County Occupational Outlook Report is the official local report of the CCOIS. To provide continuity with the statewide program, all CCOIS reports will bear the title “Occupational Outlook” and the name of the geographic area covered by the report.

The CCOIS annual program cycle operates as follows:

- Occupations are selected for study.
- Survey samples are designed.
- Survey questionnaires are prepared for each occupation.
- Extensive surveys are conducted with local employers.
- Data is reviewed, coded, and keyed into a CCOIS database.
- Tabulations are developed and analyzed.
- Outlook reports are prepared, reviewed, and printed.
- Reports are disseminated to the “user” in the community.

WHY IS THIS RESEARCH CONDUCTED?

The information in this report may be used by a variety of organizations and individuals for various purposes. Possible uses include the following:

Career Decisions

Career counselors and job seekers are able to make better occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in the local labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Development

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefit packages, improve recruitment, and assess the availability of qualified workers for business relocation or expansion purposes.

METHODOLOGY

To produce the occupational profiles, our research includes the following steps:

- **Occupational forecast:** Occupational projections are developed by the Labor Market Information Division (LMID) of the Employment Development Department and are used to help identify growing and declining occupations.
- **Occupational selection:** A variety of criteria has been established by the CCOIS Program and is used to help select the survey occupations. However, the primary objective is to survey occupations which are of most interest to the users (and potential users) in the community within the limitations of a standardized research program. For each survey year, a preliminary list of occupations was developed. The list was reviewed by representatives of community based vocational training programs, economic development organizations, educational institutions, the PIC and other government agencies. Representatives of these agencies were asked to identify which occupations they would like studied. Based on the input of these organizations, some occupations were eliminated and others added. The list of occupations was reviewed and discussed with LMID, eventually narrowing to the 62 published within this report.
- **Questionnaire development:** Specific information needs for each occupation are determined, and questionnaires are developed by LMID to respond to local information needs.
- **Sample selection:** LMID generates employer samples by industry and employer size. Employers are contacted to verify that they employ persons in the occupation and are willing to participate in the project.
- **Employer survey:** Confidential employer surveys are conducted by telephone, fax, mail, or in person. Completed surveys are reviewed for internal consistency and employers recontacted for clarification as needed.
- **Data entry and tabulation:** Completed surveys are reviewed and the responses entered in a CCOIS database which generates basic data tabulations.
- **Written analysis:** The data from those tabulations and other relevant information is carefully analyzed to prepare the individual occupation profiles. Sufficient information was obtained to develop profiles for the 62 occupations surveyed.
- **Report distribution:** The written analysis is presented at a public dissemination meeting, which is the initial step in publicizing the occupational information collected. The Occupational Outlook Report is also distributed to high schools and community college career counselors, vocational rehabilitation offices, and the library systems throughout Butte County.
- **Data Destruction:** Data tabulations and employer surveys are destroyed to safeguard specific individual employer information.

DESCRIPTION OF INDIVIDUAL OCCUPATIONAL PROFILES

The following is a brief description of the profiles contained in the 1996 – 1998 Occupational Outlook Report, and includes definitions of the terms used to describe the survey results:

- **Title and Definition of Occupation:** Each occupation has a six-digit occupational code and definition from the standard Occupational Employment Statistics (OES) classification system. OES descriptions are broader in scope than the Dictionary of Occupational Titles (DOT) classification system; each OES code may include several of the more detailed DOT titles.
- **Education/Training and Experience:** Survey responses to questions about education/training and experience needed to obtain employment are summarized here. Employers are asked how much education and training were completed by individuals hired into the occupation over the past year. In addition, employers are asked if they require related work experience and what type of experience is required. The terms used in this section and throughout the report to describe results for occupations studied in 1997 and 1998 are:

All: 100% of survey responses

Almost all: 80% up to but not including 100%

Most: 60% up to but not including 80%

Many: 40% up to but not including 60%

Some: 20% up to but not including 40%

Few: less than 20% of the survey responses

The terms used for occupations studied in 1996 are as follows:

All: 100% of survey respondents

Almost All: more than 75% of the survey responses

Most: 51 – 75% of the survey responses

Many: 35 – 50% of the survey responses

Some: 10 – 34% of the survey responses

Few: less than 10% of the survey responses

- **Hours and Wages:** The distribution of full-time, part-time, on-call and temporary employees is reported in this section, together with the average number of hours worked per week. The range and median of hourly wages are presented for three categories of employees: **new hires with no experience**, persons trained or otherwise qualified, but with no paid experience in the occupation; **new hires with experience**, experienced persons, but those just starting with the firm; **after three years with the firm**, persons that have had at least three years of experience in the occupation with that employer.

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative).

- **Fringe Benefits:** The types of fringe benefits employers offer are presented. Of employers offering benefits, the percentage of those which offer each type of benefit to full-time workers is shown. Benefits may be offered but not necessarily paid by the employer.

- **Where the Jobs are:** This section identifies the major sources of employment for each occupation, indicated by a percentage of the occupation's employment in specific industries. These are developed from LMID generated industry staffing patterns.
- **Qualifications:** Employers are asked to list those skills that are necessary to perform the functions of the occupation being surveyed. Additional employer-specified skills are also listed when provided.
- **Supply and Demand:** This section presents information on the methods employers use to recruit new employees and the difficulty in finding applicants to fill vacancies. Each employer was asked to list all the recruitment methods used. Employers were asked to rate on a four-point scale the difficulty they have in finding experienced or inexperienced replacements to fill vacancies. The employers' responses are combined with a weighted average using a formula including the number of new hires and the number of firms.

The following terms are used to describe the difficulty in finding applicants:

Great difficulty: Employer demand is considerably greater than supply of qualified applicants. Applicants may find *little competition* for job openings.

Some difficulty: Employer demand is somewhat greater than the supply of qualified applicants. Applicants may find opportunities for job openings *somewhat competitive*.

Little difficulty: Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking. Applicants may find opportunities for job openings *competitive*.

No difficulty: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Applicants may find opportunities for job openings *very competitive*.

- **Occupational Characteristics:** This section presents information on advancement opportunities, nontraditional occupations, turnover, and unionization. The career ladders section reports the previous occupations from which people were promoted into the profiled occupation and those occupations which serve as promotional opportunities.

Related DOT Code: The Dictionary of Occupational Titles (DOT) is a comprehensive and standardized national occupational coding system. The occupational definitions are arranged by nine-digit DOT codes. The definitions include major task elements of the job, task variables, alternative job titles, industry designations, and related occupations. The DOT is available from U.S. Government Bookstores, Bureau of Labor Statistics, or the Superintendent of Documents.

Nontraditional occupations are those in which the Department of Labor classifies as fewer than 25% of the workers are female.

Turnover is calculated for each occupation based on vacancies (resulting from promotions or employees leaving the firm) filled over the last 12 months, divided by the total reported number of employees among firms responding to the survey.

Following are turnover terms describing the percent of new employees hired in the occupation to fill vacancies resulting from people in permanent positions receiving a promotion or leaving the firm.

Very low: Less than 6%

Moderately low: Between 6% and 10%

Moderate: Between 11% and 20%

Moderately high: Between 21% and 30%

High: Over 30%.

Unionization refers to the employers surveyed who report employees in the occupation belonging to a union. When unionization is present in a given occupation, this report will indicate so by breaking up the median wage into non-union and union components. When unionization of those surveyed exceeds 20% in any given occupation (i.e. whether it be 20% of employers surveyed reporting they are unionized or 20% of employees belonging to a union), the wage range will also be divided into non-union and union components. Unionization can be considered negligible when it represents less than 20% of the total workers in a particular occupation.

- **Occupational Size & Growth Projections:** This section presents the seven year growth and job openings projections provided through the OES projection system. It also summarizes the size of employment in the occupation, based on percentage of the total employment in the county. For occupations studied in 1996 and 1997, the projected yearly range used is 1993 – 2000. Terms used to describe size of employment are as follows:

Small: less than 92 employees (less than .15% of 1993 employment).

Medium: 92 - 183 employees (.15% to .29% of 1993 employment).

Large: 184 - 399 employees (.30% to .64% of 1993 employment).

Very Large: at least 400 employees (more than .64% of 1993 employment).

For occupations studied in 1998, the projected yearly range used is 1995 – 2002. Terms used to describe size of employment are as follows:

Small: less than 92 employees (less than .15% of 1995 employment).

Medium: 92 - 183 employees (.15% to .29% of 1995 employment).

Large: 184 - 397 employees (.30% to .64% of 1995 employment).

Very Large: at least 398 employees (.65% and above of 1995 employment).

Growth Trends: This is an overview of projected new job growth rates in relation to the overall average new job growth rate (15.6% between 1993 – 1995 and 18.7% between 1995 – 2002) for the county.

For occupations studied in 1996 and 1997, the following terms are applied to the occupational growth trends for Butte County:

Much faster than average: 23.4% or more.

Faster than average: 17.16% to 23.39%

Average: 14.04% to 17.15%

Slower than average: 13.88% or less.

For occupations studied in 1998, the following terms are applied to the occupational growth trends in Butte County:

Much faster than average: 28.05% or more.

Faster than average: 20.57% to 28.04%

Average: 16.83% to 20.56%

Slower than average: 16.82% or less.

***OCCUPATIONAL
SUMMARIES***

ACCOUNTANTS AND AUDITORS**OES 211140**

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a bachelor's degree. Some employers seek candidates who have received additional training in becoming Certified Public Accountants.

Experience: Almost all employers report that they usually or always require work-related experience. They tend to hire applicants with 12 - 60 months of experience as an accounting clerk, auditor, accountant, bookkeeper, or financial manager.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	76%
Vision Insurance:	65%
Life Insurance:	76%
Paid Vacation:	100%
Paid Sick Leave:	94%
Retirement Plan:	88%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Accountants & Auditors work full-time averaging 42 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$18.82	\$11.26	\$11.51
New Hires, With Experience:	\$8.63 - \$30.14	\$16.40	\$22.82
After Three Years With Firm:	\$9.59 - \$33.56	\$18.70	\$31.32

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Accounting, Auditing, & Bookkeeping	16.20%
Government	10.00%
Services	8.50%
Retail Trade	7.30%
Finance, Insurance, & Real Estate	6.70%
Health Services	6.30%
Social Services / Membership Organiz	5.80%
Manufacturing	4.20%
Educational Services	2.10%
Other	32.90%

QUALIFICATIONS

Employers rated the following qualifications very important:

Business math skills
Government accounting skills
Ability to conduct an audit
Cost accounting skills
Tax accounting skills
Estate planning skills
Financial planning skills
Ability to use accounting software
Certified Public Accountant (CPA) desirable
Verbal presentation / Oral communication skills
Ability to write effectively & legibly
Problem solving skills
Ability to work independently
Ability to work under pressure
Emerging skills place an emphasis on computer knowledge, especially in terms of word processing, spreadsheet, and database

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, private employment agencies, in-house promotion or transfer, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Accountants and Auditors**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Controller, Director of Fiscal Services, Finance Director, Business Manager

Related DOT Code: 160.162-018, 160.162-022, 160.162-026, 160.167-054

Career Ladders: May be promoted to senior management positions

Nontraditional Occupation: No. Employers responding report that 62% of workers are female.

Turnover: Moderate. The rate is 12.0% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 290 -- Large

Growth Projections: New jobs through 2002: 40
Separations to 2002: 40
Total Openings: 80

Growth Trends: The new job growth rate for this occupation is 13.8%, which is growing slower than the average rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth over this period.

Employer Responses: 17 employers, representing 50 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

ASSEMBLERS AND FABRICATORS -- EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION OES 939560

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Please include assemblers whose duties are of a nonprecision nature. Please do not include electrical, electronic, machine and precision assembly, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, or machining.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent new hires possess a high school diploma or equivalent. Few employers require training prior to employment, but indicate a preference for on-the-job training. Those requiring training report seeking candidates who have demonstrated mechanical aptitude.

Experience: Many employers report that they usually require work experience. They tend to hire applicants with 6 - 24 months of experience in various areas of assembly, such as woodworking, carpentry, or general production.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	87%
Dental Insurance:	40%
Vision Insurance:	33%
Life Insurance:	53%
Paid Vacation:	100%
Paid Sick Leave:	53%
Retirement Plan:	53%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Assemblers & Fabricators work full-time averaging 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$10.00	\$6.25	\$10.00
New Hires, With Experience:	\$5.75 - \$12.00	\$7.00	\$12.00
After Three Years With Firm:	\$6.75 - \$19.00	\$9.00	\$18.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Transportation Equipment	44.90%
Dental Equipment and Supplies	17.00%
Industrial and Commercial Machinery	6.80%
Lumber, Wood Products & Furniture	5.00%
Sporting and Athletic Goods	4.80%
Retail Trade	2.30%
Industrial Supplies	2.30%
Newspapers	2.00%
Electronic Components	1.40%
Other	13.50%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to use and read a tape measure
Ability to read blueprints
Ability to read working drawings
Ability to perform assembly work
Ability to use hand tools
Ability to operate power tools
Willingness to work with close supervision
Ability to do arithmetic using fractions and decimals
Manual dexterity
Good eye-hand coordination
Possession of good color perception
Ability to stand continuously for 2 or more hours
Ability to lift at least 50 pounds repeatedly
Possession of mechanical aptitude
Ability to perform routine, repetitive work
Ability to work independently

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, private employment agencies, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Assemblers and Fabricators**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Production Workers, Builders, Finishers

Related DOT Code: 729.684-054, 762.684-066, 754.684-042, 762.684-010, 714.684-010, 806.684-010, 762.687-070

Career Ladders: May be promoted to lead assembly positions, shipping & packaging positions, or to supervisory role

Nontraditional Occupation: Yes. Employers responding report that 23% of workers are female.

Turnover: Moderately High. The rate is 23.0% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 600 -- Very Large

Growth Projections: New jobs through 2002: 70
Separations to 2002: 100
Total Openings: 170

Growth Trends: The new job growth rate for this occupation is 11.7%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Many employers project their firm's employment in this occupation to remain stable over the next three years. Many anticipate new growth over this period.

Employer Responses: 17 employers, representing 621 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

AUTOMOTIVE MECHANICS**OES 853020**

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many new hires possess a high school diploma or equivalent. Many others have been engaged in college course work without having earned a degree. Some have earned associate's degrees. Most employers indicate that ASE certification and/or technical school is required prior to employment.

Experience: Most employers report that they always require work-related experience. They tend to hire applicants with 12 - 36 months of experience as an automotive technician in some capacity.

% OF EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	93%
Dental Insurance:	36%
Vision Insurance:	21%
Life Insurance:	36%
Paid Vacation:	79%
Paid Sick Leave:	29%
Retirement Plan:	36%

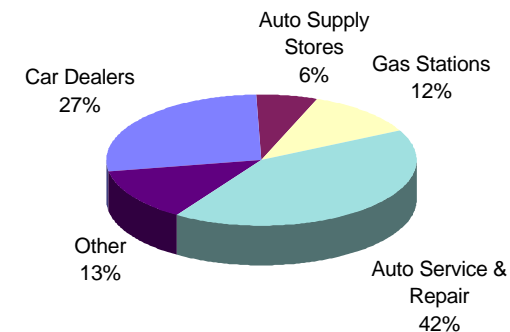
*Percentage is based on 14 employers responding to this particular question.

HOURS AND WAGES

Hours Almost all automotive mechanics work full-time, averaging 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$4.79 - \$14.84	\$8.00	N/A
New Hires, With Experience:	\$7.14 - \$14.84	\$10.00	\$11.48
After Three Years With Firm:	\$9.05 - \$18.50	\$14.00	\$12.50

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate electronic automotive diagnostic equipment
Ability to repair brakes
Ability to repair vehicle heaters & air conditioners
Ability to repair carburetors
Ability to implement safe work practices
Ability to tune up engines
Arc & gas welding skills
Ability to repair emission control & fuel injection systems
Front end alignment skills
Certified as a Smog Control Mechanic
Possession of a Brake Check Certificate
Auto Service Excellence (ASE) Certification
Possession of a valid driver's license & good DMV record
Emerging skills place a very strong emphasis on computer technology, especially in terms of diagnostics

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Technician, Certified Auto Technician

Related DOT Code: 620.261-010, 620.281-026,
620.261-012, 620.281-046, 620.261-034, 620.261-030

Career Ladders: May be promoted to shop foreman, or to management positions

Nontraditional Occupation: Yes. Employers responding report that 0% of workers are female.

Turnover: Moderately High. The rate is 21.3% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, public school or program referrals, hiring unsolicited applicants, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for : **Automotive Mechanics**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 428 -- Very Large

Growth Projections: New jobs through 2000: 68
Separations to 2000: 91
Total Openings: 159

Growth Trends: The new job growth rate for Automotive Mechanics is 15.9%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 15.6%. Most businesses project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 15 employers, representing 75 employees in this occupation, supplied data used in developing this occupational profile.

BARTENDERS**OES 650050**

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most new hires have been engaged in college course work without having earned a degree. No employer surveyed reports requiring bartender training prior to employment. Many indicate a preference for training employees in other positions to become bartenders.

Experience: Most businesses report that they sometimes or usually require work-related experience. Those seeking experienced employees tend to hire applicants with 8 - 12 months of previous bartending experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	40%
Dental Insurance:	20%
Vision Insurance:	20%
Life Insurance:	20%
Paid Vacation:	80%
Paid Sick Leave:	20%
Retirement Plan:	20%

*Percentage is based on 5 employers responding to this particular question.

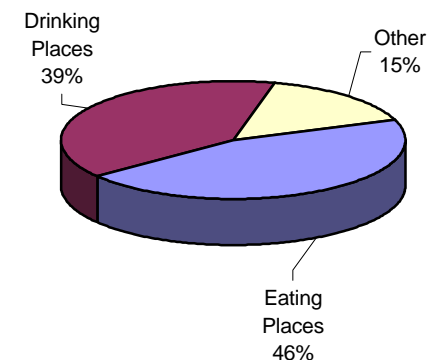
HOURS AND WAGES

Hours: Almost all bartenders work part-time averaging 19 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>	<u>Median Hourly Tips</u>
New Hires, No Experience:	\$5.00 - \$7.50	\$5.00	\$3.08
New Hires, With Experience:	\$5.00 - \$7.50	\$5.00	\$5.71
After Three Years With Firm:	\$5.00 - \$9.00	\$5.50	\$7.86

Almost all employers surveyed report that bartenders earn tips in addition to wages.

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to communicate in a friendly & energetic way with customers
Ability to follow purchasing procedures
Cash handling skills
Understanding of inventory techniques
Ability to operate a cash register
Knowledge of drink recipes
Ability to tolerate cigarette smoke
Good memory skills
Ability to stand continuously for 2 or more hours
Ability to lift at least 50 pounds repeatedly
Willingness to work with close supervision
Ability to work independently
Ability to work under pressure
Ability to deal with difficult individuals
Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: none

Related DOT Code: 312.474-010

Career Ladders: May be promoted to bar manager; supervisor & management positions within company

Nontraditional Occupation: No. Employers responding report that 35% of workers are female.

Turnover: High. The rate is 35.7% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, current employee referrals, newspaper ads, and hire unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Bartenders**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 217 -- Large

Growth Projections:	New jobs through 2000:	16
	<u>Separations to 2000:</u>	54
	Total Openings:	70

Growth Trends: The new job growth rate for Bartenders is 7.4%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Many employers responding project their firm's employment in this occupation to remain stable over the next three years. Many anticipate growth over this period.

Employer Responses: 15 employers, representing 84 employees in this occupation, supplied data used in developing this occupational profile.

BILLING, COST AND RATE CLERKS**OES 553440**

Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Please do not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also, do not include workers who calculate charges for passenger transportation.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many new hires have been engaged in college course work without having earned a degree. Some recent new hires have earned a bachelor's degree. Few employers indicate that training is usually acceptable as a substitute for prior work experience. Those seeking training indicate a preference for basic accounting classes and typing certification.

Experience: Almost all employers report that they usually or always require work-related experience. They tend to hire applicants with 6 - 36 months of previous billing experience in a wide range of fields, such as: medical, banking, insurance, accounting, bookkeeping, and collection.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	95%
Dental Insurance:	84%
Vision Insurance:	58%
Life Insurance:	68%
Paid Vacation:	89%
Paid Sick Leave:	79%
Retirement Plan:	84%

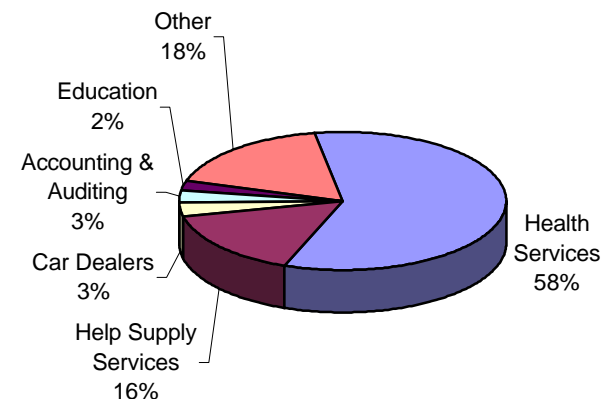
*Percentage is based on 19 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Billing, Cost and Rate Clerks work full-time averaging 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$10.00	\$7.00	\$9.71
New Hires, With Experience:	\$5.75 - \$14.87	\$8.03	\$11.73
After Three Years With Firm:	\$7.50 - \$19.33	\$10.00	\$12.43

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Data entry skills
Record keeping skills
Alphabetic and numeric filing skills
Bookkeeping skills
Ability to operate 10-key adding machine by touch
Statistical typing skills
Ability to follow billing procedures
Customer service skills; telephone answering skills
Ability to write effectively and legibly
Ability to type at least 45 wpm
Ability to sit continuously for 2 or more hours
Willingness to work with close supervision
Ability to work independently
Ability to read and follow instructions
Emerging skills place a strong emphasis on computer knowledge, especially in terms of spreadsheet, word processing, and database experience

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and private employment agencies.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Billing, Cost, and Rate Clerks**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Medical Billing Clerk, Insurance Biller, Billing Receptionist, Accounts Payable/Accounts Receivable Clerk

Related DOT Code: 214-362.014, 214-362.022, 214-362.042, 214.387-010, 214.267-010, 214.482-018, 214.362-038

Career Ladders: May be promoted to payroll or accounting positions, senior clerk, supervisory or management positions

Nontraditional Occupation: No. Employers responding report that 100% of workers are female.

Turnover: Moderate. The rate is 15.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 270 -- Large

Growth Projections:

New jobs through 2002:	40
<u>Separations to 2002:</u>	60
Total Openings:	100

Growth Trends: The new job growth rate for this occupation is 14.8%, which is growing slower than the average new job growth rate of 18.7 percent for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate growth over this period.

Employer Responses: 19 employers, representing 58 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS OES 553380

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office machines.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires have been engaged in college course work without having earned a degree. Many new hires have earned either an associate's degree or a bachelor's degree. Half of the employers surveyed indicate that training or certification is required prior to employment. Many of those requiring training indicate a preference for applicants with college level accounting skills.

Experience: Half of the firms report they always require work experience, but most indicate they will sometimes accept training in lieu of experience. They tend to hire applicants with 12 - 48 months of work-related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	82%
Dental Insurance:	47%
Vision Insurance:	18%
Life Insurance:	53%
Paid Vacation:	88%
Paid Sick Leave:	76%
Retirement Plan:	65%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours Almost all Bookkeeping, Accounting, and Auditing Clerks work full-time averaging 40 hours per week. Some work part-time at an average of 21 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.00 - \$9.50	\$6.50
New Hires, With Experience:	\$5.50 - \$10.22	\$8.43
After Three Years With The Firm:	\$6.50 - \$12.58	\$10.88

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

Wholesale Trade	12.40%
Education	7.80%
Local Government	6.90%
Medical & Legal Services	6.00%
Repair & Supply Services	5.70%
Insurance & Real Estate Services	3.90%
Construction	3.30%
Accounting & Auditing Services	3.30%
Religious Organizations	1.80%
Other	48.90%

QUALIFICATIONS

Employers rated the following qualifications very important:

Accounting skills
Ability to conduct an audit
Bookkeeping skills
Ability to operate 10-key adding machine by touch
Payroll processing skills
Bondable
Oral communication skills
Telephone answering skills
Ability to write legibly and effectively
Ability to perform routine, repetitive work
Willingness to work with close supervision
Ability to pay attention to detail
Public contact skills
Ability to work independently
Emerging skills include an increasingly strong preference for those with word processing, database, and spreadsheet knowledge

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, private employment agencies, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for : **Bookkeeping, Accounting, and Auditing Clerks**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Billing Clerk, Account Clerk, Financial Assistant

Related DOT Code: 210.382-014, 210.382-010, 210.362-010, 210.382-046, 216.482-010, 216.587-010

Career Ladders: May be promoted to management positions; Accounting Clerks may be promoted to CPA's with proper training.

Nontraditional Occupation: No. Employers responding report that 79% of workers are female.

Turnover: Moderately High. The rate is 22.2% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 1,231 -- Very Large

Growth Projections: New jobs through 2000: 59
Separations to 2000: 160
Total Openings: 219

Growth Trends: The new job growth rate for Bookkeeping, Accounting, and Auditing Clerks is 4.8%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 18 employers, representing 63 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS**OES 853110**

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most new hires possess a high school diploma or equivalent. Many have been engaged in college course work without having earned a degree. Most employers report they require training or certification prior to employment. This may take the form of earning an ASE certificate at a community college or other training school.

Experience: Almost all firms report that they always require work-related experience. They tend to hire applicants with 24 - 36 months experience as a mechanic in a variety of specific fields. These include: diesel, hydraulic, heavy equipment, air brake, ag power, and truck.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	100%
Dental Insurance:	93%
Vision Insurance:	67%
Life Insurance:	73%
Paid Vacation:	100%
Paid Sick Leave:	67%
Retirement Plan:	87%

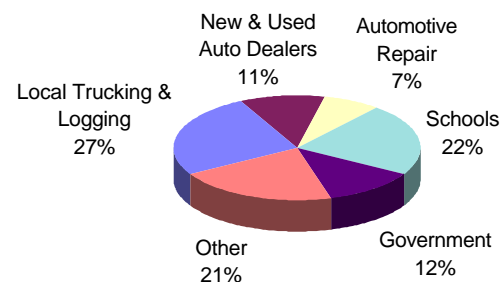
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: All employers report that Bus & Truck Mechanics & Diesel Engine Specialists work full-time for an average of 40 hours per week.

	Non-Union	Union	Non-Union	Union
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$5.00 - \$8.50	\$10.68 - \$10.68	\$8.00	\$10.68
New Hires, With Experience:	\$8.00 - \$13.00	\$11.00 - \$18.41	\$10.00	\$12.12
After Three Years With Firm:	\$11.00 - \$15.00	\$12.96 - \$20.71	\$13.50	\$14.30

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate electronic automotive diagnostic equipment
Knowledge of hydraulics
Ability to operate electric testing equipment
Automotive body and fender repair skills
Ability to repair diesel engines
Knowledge of basic auto mechanics
Shop math skills
Ability to implement safe work practices
Ability to use hand tools
Welding skills
CNG Troubleshooting skills & repair
Possession of valid Class A & B driver's licenses
Ability to lift at least 75 pounds
Emerging skills place a strong emphasis on computer literacy, especially in terms of diagnostics, fuel systems, command control for vehicle management & operation

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, in-house promotion or transfer, current employee referrals, private employment agencies and EDD.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for : **Bus and Truck Mechanic**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Diesel or Truck or Transportation Mechanic, Senior Equipment or Heavy Equipment Mechanic

Related DOT Code: 620.281-030, 620.281-050, 620.261-010, 620.261-018

Career Ladders: May be promoted to supervisory position or Shop Foreman. Equipment Mechanic may be promoted to Heavy Equipment Mechanic.

Nontraditional Occupation: Yes. Employers responding report that 0% of workers are female.

Turnover: Moderate. The rate is 16.9% for employees in this occupation over the past 12 months.

Unionization: Yes. Most employers surveyed report they are unionized. Most employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 73 -- Small

Growth Projections:

New jobs through 2000:	8
<u>Separations to 2000:</u>	14
Total Openings:	22

Growth Trends: The new job growth rate for this occupation is 11.0%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Many project growth over this period.

Employer Responses: 15 employers, representing 59 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

CAD TECHNICIANS**NON-OES 003362999**

CAD Technicians operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering, or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires possess an associate's degree. Some have been engaged in college course work without having earned a degree. Many employers report they require training or certification prior to employment. These employers indicate a preference for candidates with 6 - 24 months of either CAD training, technical trade school, engineering certification or training, surveying certification, Autocad classes, or architectural training.

Experience: Most employers report that they always require work-related experience. Almost all report they will sometimes accept training in lieu of experience. They tend to hire applicants with 12 - 36 months experience as CAD drafters, survey techs, architectural drafters, & engineering designers.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	88%
Dental Insurance:	41%
Vision Insurance:	18%
Life Insurance:	59%
Paid Vacation:	100%
Paid Sick Leave:	65%
Retirement Plan:	59%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all CAD technicians work full-time for an average of 40 hours per week. Some work seasonally, averaging 32 hours weekly. Few work part-time, at an average of 18 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.00 - \$17.89	\$8.00	\$17.89
New Hires, With Experience:	\$7.00 - \$22.50	\$10.75	\$22.50
After Three Years With Firm:	\$9.00 - \$27.89	\$15.00	\$27.89

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

Engineering Services
Architectural Services
Surveying Services
Public Utilities
Government
College University
Other

Note: Industrial percentage data is unavailable for non-OES occupations.

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to read and understand engineering drawings
Ability to visualize three dimensional objects from two dimensional drawings
Ability to calculate figures to convert design dimensions
Ability to organize data
Knowledge of integrated circuit design
Knowledge of various CAD applications
Possession of drafting and mechanical drawing skills
Ability to concentrate for long periods of time
Ability to solve problems and make decisions
Ability to read blueprints
Knowledge of geometric & trigonometric dimensions
Ability to work independently
Ability to follow directions closely
Most employers expect workers to be familiar with AutoCAD software, and to keep abreast of upgrades

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Drafter, Engineering Technician, Draftsman, Architectural Associate, CAD/Design Engineer

Related DOT Code: 003.362-010, 005.281-010, 001.261-010

Career Ladders: CAD technicians may be promoted to lead drafter, project coordinator, design engineer.

Nontraditional Occupation: Yes. Employers responding report that 14% of workers are female.

Turnover: Moderate. The rate is 12.3% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Of those surveyed, some employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and private employment agencies.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **CAD Technicians**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS UNAVAILABLE

1997 Employment Trends of Surveyed Employers:

New Permanent Positions Resulting From Growth:	5
Positions Filled Through Promotion:	3
Positions Filled Due to Separation:	5
Temporary Positions:	1
Total Employees Hired in This Occupation:	14

Most employers responding project their firm's employment in this occupation to remain stable over the next three years.
Some employers expect new growth.

Employer Responses: 17 employers, representing 65 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

CARPENTERS**OES 871020**

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinetmakers and Bench Carpenters.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires possess a high school diploma or equivalent. Few have been engaged in college course work without having earned a degree. Few employers report that training is required prior to employment. Almost all employers indicate that training is generally not acceptable as a substitute for prior work experience.

Experience: Most employers report that they usually require work-related experience. Employers tend to hire applicants with 6 - 48 months experience in various aspects of carpentry work.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	50%
Vision Insurance:	25%
Life Insurance:	75%
Paid Vacation:	100%
Paid Sick Leave:	25%
Retirement Plan:	75%

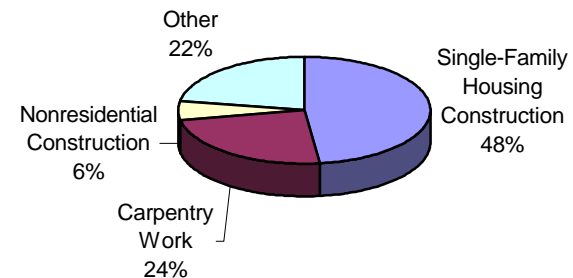
*Percentage is based on 4 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Carpenters work full-time, averaging 40 hours per week. Some work seasonally, averaging 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$12.00	\$6.95	\$6.00
New Hires, With Experience:	\$7.00 - \$20.10	\$10.00	\$13.55
After Three Years With Firm:	\$9.50 - \$23.01	\$16.00	\$15.39

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Shop math skills
Ability to use drafting tools
Ability to read blue prints
Metal framing skills
Cost estimating skills
Finish carpentry skills
Rough carpentry skills
Drywall installation and repair skills
Ability to climb to high places
Ability to perform strenuous, physically demanding work
Possession of agility and coordination
Ability to lift at least 50 lbs. repeatedly
Ability to provide own hand tools
Possession of a reliable vehicle and a good DMV driving record
Ability to work independently
Ability to conform to new applicable laws

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Laborer, Installer, Rough Carpenter, Finish Carpenter

Related DOT Code: 860.381-022, 860.381-042, 860.664-010, 860.681-010, 860.281-010

Career Ladders: May be promoted to finish carpenter, crew leader, superintendant, foreman, supervisor or manager position

Nontraditional Occupation: Yes. Employers responding report that 2% of workers are female.

Turnover: High. The rate is 51.0% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, unsolicited applicants, newspaper ads, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Carpenters**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 300 -- Large

Growth Projections: New jobs through 2002: 90
Separations to 2002: 40
Total Openings: 130

Growth Trends: The new job growth rate for this occupation is 30.0%, which is growing much faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Many anticipate new growth.

Employer Responses: 15 employers, representing 98 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

CASHIERS**OES 490230**

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a high school diploma or equivalent. Some have completed college course work without having earned a degree. Some employers indicate they require certification or training prior to employment. This may take the form of a typing certificate or previous "hands-on" cashiering work. Some firms seek computer software skills in applicants.

Experience: Half of the firms responding report they sometimes require work-related experience. Some of the employers indicate that they never require previous experience. They tend to hire applicants with 9 - 12 months of general cashiering / retail sales experience.

% OF EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	60%
Dental Insurance:	40%
Vision Insurance:	40%
Life Insurance:	50%
Paid Vacation:	90%
Paid Sick Leave:	70%
Retirement Plan:	50%

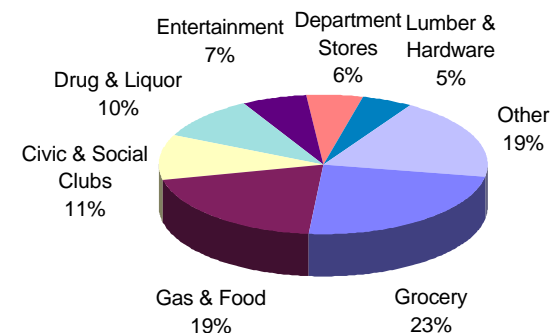
*Percentage is based on 10 employers responding to this particular question.

HOURS AND WAGES

Hours: Most cashiers work part-time at an average of 20 hours per week. Some work full-time, averaging 39 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$4.25 - \$9.98	\$5.00	\$8.60
New Hires, With Experience:	\$4.25 - \$9.98	\$5.00	\$8.60
After Three Years With Firm:	\$4.25 - \$12.13	\$5.98	\$10.25

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Record keeping skills
Cash handling skills
Grocery checking skills
Ability to follow check cashing procedures
Ability to operate a cash register
Bondable
Ability to stand continuously for 2 or more hours
Willingness to work under close supervision
Public contact / customer service skills
Ability to work independently
Ability to work under pressure
Oral communication skills
Emerging skills include familiarity with computers.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Receptionist, Hostess, Checker

Related DOT Code: 211.462-010, 211.362-010,
209.567-014, 211.467-010, 211.467-030, 211.462-014

Career Ladders: May be promoted to waitress, retail sales leader, head cashier, or management position

Nontraditional Occupation: No. Employers responding report that 81% of workers are female.

Turnover: High. The rate is 37.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, hiring unsolicited applicants, in-house promotion or transfer, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for : **Cashiers**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 1,564 -- Very Large

Growth Projections:

New jobs through 2000:	306
<u>Separations to 2000:</u>	542
Total Openings:	848

Growth Trends: The new job growth rate for Cashiers is 19.6%, which is growing faster than the average new job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 16 employers, representing 77 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

CHILD CARE WORKERS**OES 680380**

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Please do not include workers whose primary function is to teach in a structured setting.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all new hires have been engaged in college course work without having earned a degree. Few have earned an associate's or bachelor's degree. Some employers indicate that they require 12 units of Early Childhood Education/Child Development prior to employment.

Experience: Almost all employers report that they usually or always require work-related experience. They tend to hire applicants with 6 - 24 months of experience working with children in some capacity, such as preschool teacher or teacher aide, babysitting, or other previous childcare experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	69%
Dental Insurance:	62%
Vision Insurance:	31%
Life Insurance:	54%
Paid Vacation:	62%
Paid Sick Leave:	69%
Retirement Plan:	38%

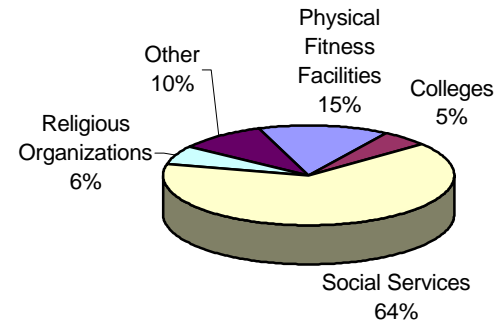
*Percentage is based on 13 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Child Care Workers work part-time, averaging 22 hours per week. Some work full-time at an average of 42 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.00 - \$8.70	\$5.50	\$8.16
New Hires, With Experience:	\$5.00 - \$8.70	\$6.00	\$8.16
After Three Years With Firm:	\$5.75 - \$10.36	\$7.08	\$9.66

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Knowledge of early childhood development/education
Oral reading skills
Musical skills
Ability to administer emergency first aid
Ability to write effectively
Ability to stand continuously for 2 or more hours
Ability to lift at least 40 lbs. repeatedly
Understanding of a variety of cultures
Ability to handle crisis situations
Possession of a clean police record
Willingness to work with close supervision
Ability to work independently
Ability to work under pressure
Ability to exercise patience
Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Daycare Worker, Direct Care Worker, Recreation Leader, Teacher, Teacher Aide, Facility Manager

Related DOT Code: 359.677-018

Career Ladders: May be promoted to program coordinator, preschool teacher, or various supervisory positions

Nontraditional Occupation: No. Employers responding report that 70% of workers are female.

Turnover: High. The rate is 43.6% for employees in this occupation over the past 12 months.

Unionization: Yes.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Child Care Workers**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 103 -- Medium

Growth Projections:	New jobs through 2000:	28
	<u>Separations to 2000:</u>	5
	Total Openings:	33

Growth Trends: The new job growth rate for Child Care Workers is 27.2%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Many employers responding project their firm's employment in this occupation to remain stable over the next three years. Many anticipate growth over this period.

Employer Responses: 16 employers, representing 289 employees in this occupation, supplied data used in developing this occupational profile.

CONSTRUCTION MANAGERS**OES 150170**

Construction Managers plan, organize, direct, control, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized construction fields, such as carpentry or plumbing. Please do not include general managers of large construction contracting firms.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires possess a high school diploma or equivalent. Many have earned a bachelor's degree. Few employers responding indicate they require training prior to employment, but place a strong emphasis on previous work experience.

Experience: Almost all employers report they usually require work-related experience. They tend to hire applicants with 24 - 72 months of prior experience as a construction foreman, supervisor, superintendent, or project manager.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	77%
Dental Insurance:	15%
Vision Insurance:	8%
Life Insurance:	31%
Paid Vacation:	69%
Paid Sick Leave:	62%
Retirement Plan:	62%

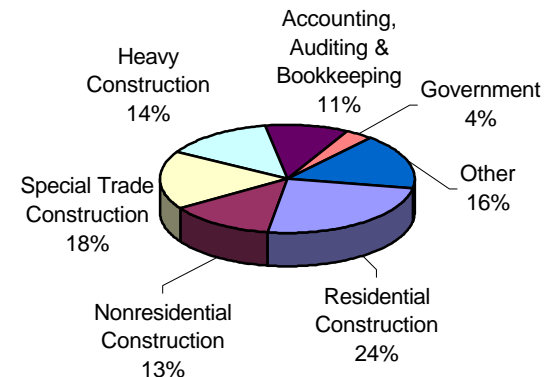
*Percentage is based on 13 employers responding to this particular question.

HOURS AND WAGES

Hours: Employers surveyed report that all Construction Managers work full-time, averaging 42 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$6.00 - \$20.00	\$11.80	N/A
New Hires, With Experience:	\$8.00 - \$31.17	\$14.19	\$21.10
After Three Years With Firm:	\$10.00 - \$38.36	\$16.91	\$27.43

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Office management skills
Report writing skills
Ability to follow purchasing procedures
Understanding of the collective bargaining process
Civil engineering skills
Ability to estimate costs and submit bids
Ability to hire and assign personnel
Landscape site planning skills
Understanding of commercial real estate practices
Understanding of building codes and contract laws
Understanding of construction terms
Possession of a contractor's license
Knowledge of EEO & affirmative action programs and guidelines
Knowledge of OSHA safety standards
Ability to perform advanced mathematical computations
Emerging skills include basic computer knowledge

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, current employee referrals, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Construction Managers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Construction Foreman, Superintendent, Project Manager, Crew Supervisor

Related DOT Code: 182.167-026, 182.167-010

Career Ladders: May be promoted to superintendent, district manager, operations manager, or vice president

Nontraditional Occupation: Yes. Employers responding report that 0% of workers are female.

Turnover: Moderate. The rate is 19.4% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 100 - Medium

Growth Projections: New jobs through 2002: 40
Separations to 2002: 20
Total Openings: 60

Growth Trends: The new job growth rate for this occupation is 40.0%, which is growing much faster than the average new job rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth over this period.

Employer Responses: 15 employers, representing 31 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

COOKS - RESTAURANT**OES 650260**

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: In terms of education, employers report that recent hires are virtually divided between those who have earned a high school diploma or equivalent, and those who have been engaged in college course work without having earned a degree. Few employers report that they require training prior to employment, but instead indicate they prefer to train employees to meet the position.

Experience: Many employers report that they sometimes require work-related experience. Some indicate they usually require previous experience. Many report they will accept training in lieu of experience. They tend to hire applicants with 6 - 24 months experience as a cook.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	80%
Dental Insurance:	60%
Vision Insurance:	60%
Life Insurance:	80%
Paid Vacation:	100%
Paid Sick Leave:	0%
Retirement Plan:	40%

*Percentage is based on 5 employers responding to this particular question.

HOURS AND WAGES

Hours Most Cooks work full-time for an average of 40 hours per week. Many work part-time, averaging 23 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$4.25 - \$6.25	\$5.00
New Hires, With Experience:	\$4.25 - \$8.00	\$6.00
After Three Years With The Firm:	\$4.75 - \$11.00	\$8.25

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Sauce making skills
Ability to plan and organize the work of others
Ability to cook ethnic foods
Food baking skills
Pastry making skills
Meat carving skills
Food buying skills
Menu planning skills
Ability to write effectively
Ability to stand continuously for 2 or more hours
Willingness to work with close supervision
Ability to work under pressure
Ability to keep up with menu updates
Ability to read computer / point-of-sale (POS) tickets
Ability to lift at least 30 pounds repeatedly

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Line Cook, Prep. Cook, Kitchen Manager

Related DOT Code: 313.361-014, 315.361-010, 313.361-018, 315.361-022, 313.361-030, 313.381-022

Career Ladders: Cooks may be promoted to Lead Cook, Kitchen Manager, & other management positions

Nontraditional Occupation: Yes. Employers responding report that 20% of workers are female.

Turnover: Moderately High. The rate is 27.4% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and unsolicited applications.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for : **Restaurant Cooks**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 383 -- Large

Growth Projections: New jobs through 2000: 120
Separations to 2000: 90
Total Openings: 210

Growth Trends: The new job growth rate for Restaurant Cooks is 31.3%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their business' employment in this occupation to remain stable over the next three years.

Employer Responses: 16 employers, representing 106 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

CORRECTION OFFICERS AND JAILERS**OES 630170**

Correction Officers and Jailers guard inmates in penal or rehabilitation institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Butte County reports that potential candidates for hire must possess a high school diploma or equivalent. The county requires new hires to successfully complete during the probation period a jail operations course certified by the California State Board of Corrections. First Aid and CPR courses are also required training for this occupation. A medical examination is required to assess a candidate's ability to meet the physical demands of the job.

Experience: The county reports that prior work-related experience is not a requirement for this occupation. Proper training will substitute for experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	100%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	100%

*Percentage is based on 1 employer responding to this particular question.

HOURS AND WAGES

Hours: Butte County reports that all employees work full-time averaging 40 hours per week.

***Wages:**

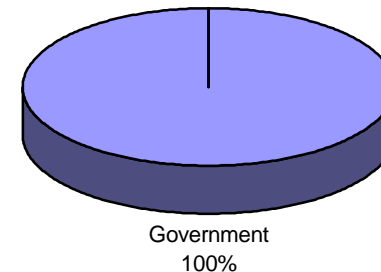
New Hires, No Experience: \$11.24

New Hires, With Experience: \$12.08

After Three Years With Firm: \$13.67

Note: "Range" and "Median" wages are not separated since sample consists of one employer.

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to observe, remember, and record events accurately
Ability to learn, interpret, and enforce jail rules, regulations, and other policies with firmness, tact, and impartiality
Effectively control, direct, and instruct inmates, individually and in groups
Ability to make quick, effective, and reasonable decisions in emergencies
Able to take appropriate action, including the physical restraint of violent inmates
Promote acceptable attitude and behavior of inmates while in confinement
Meet and maintain standards of physical endurance and agility
Proper use and care of firearms and other law enforcement equipment
Able to learn and properly use standard broadcasting procedures of a police radio system
Ability to speak, read, and write English
Prepare and present clear and comprehensive written and oral reports
Understand and carry out oral and written directions

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: none

Related DOT Code: 372.667-018

Career Ladders: No career promotion for this occupation

Nontraditional Occupation: Yes. Employers responding report that 24% of workers are female.

Turnover: Moderately High. The rate is 24.5% for employers in this occupation over the past 12 months.

Unionization: Yes. The county reports that all employees in this occupation belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	Not Applicable	X
Little Difficulty		
No Difficulty		

The Job Market for: **Correction Officers and Jailers**
Experienced applicants: Not Applicable
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 57 -- Small

Growth Projections:	New jobs through 2000:	23
	<u>Separations to 2000:</u>	5
	Total Openings:	28

Growth Trends: The new job growth rate for this occupation is 40.4%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. The county projects moderate growth in this occupation over the next three years.

Employer Responses: 1 employer, representing 49 employees in this occupation, supplied data used in developing this occupational profile. Information provided by this employer is available to the general public and may be obtained through the Butte County personnel department.

COST ESTIMATORS**OES 219020**

Cost Estimators prepare cost estimates for manufacturing of products, construction projects, or services to aid management in bidding on or determining price of products or services. They may specialize according to a particular service performed or product produced.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires have been engaged in college course work. Some of these have earned an associate's degree. Some have earned a bachelor's degree. Some employers indicate they require training prior to employment. Those wanting previous training seek candidates who have earned a college degree.

Experience: Almost all employers report that they usually require work-related experience. They tend to hire applicants with 12 - 36 months experience as an estimator or project manager, and have worked within the construction industry.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	80%
Dental Insurance:	53%
Vision Insurance:	13%
Life Insurance:	53%
Paid Vacation:	87%
Paid Sick Leave:	40%
Retirement Plan:	53%

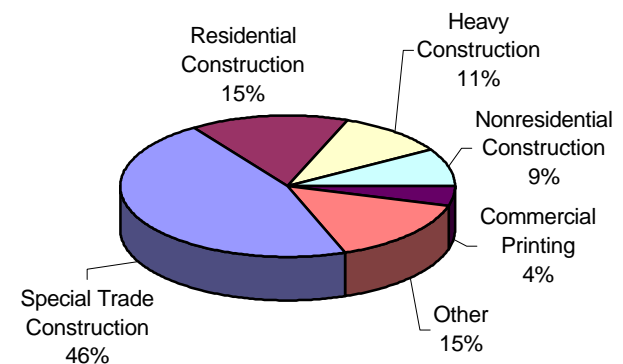
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Cost Estimators work full-time, averaging 40 hours weekly. A few work part-time, at an average of 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$7.19 - \$18.75	\$9.00
New Hires, With Experience:	\$9.00 - \$22.38	\$14.38
After Three Years With Firm:	\$10.00 - \$33.24	\$18.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to prepare flow charts
Accounting skills
Ability to read blueprints
Cost estimating skills
Basic construction skills
Understanding of California building codes
Ability to perform advanced mathematical computations
Ability to write effectively and legibly
Analytical skills
Willingness to work with close supervision
Ability to pay attention to detail
Ability to work independently
Ability to work under pressure
Ability to read and follow instructions
Emerging skills include an increased knowledge of computers, especially in terms of estimating software, spreadsheet, word processing, database

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Cost Estimators**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Estimator, Job Estimator, Job Bidder, Program Analyst

Related DOT Code: 169.267-038, 221.367-014, 221.482-014, 221.362-018

Career Ladders: May be promoted to district manager, superintendent, sales, or other management positions

Nontraditional Occupation: Yes. Employers responding report that 5% of workers are female.

Turnover: Moderately Low. The rate is 9.1% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 70 -- Small

Growth Projections: New jobs through 2002: 20
Separations to 2002: 10
Total Openings: 30

Growth Trends: The new job growth rate for this occupation is 28.6%, which is growing much faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth.

Employer Responses: 15 employers, representing 22 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

COUNTER AND RENTAL CLERKS**OES 490170**

Counter and Rental Clerks receive articles and / or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many recent new hires have been engaged in college course work without having earned a degree. Few have earned an associate's degree. No employers indicate that training is required prior to employment.

Experience: Some employers report that they usually require work-related experience. They tend to hire applicants with 6 - 12 months experience in retail sales, cashiering, customer service, or other clerical position.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	57%
Dental Insurance:	43%
Vision Insurance:	14%
Life Insurance:	14%
Paid Vacation:	86%
Paid Sick Leave:	43%
Retirement Plan:	14%

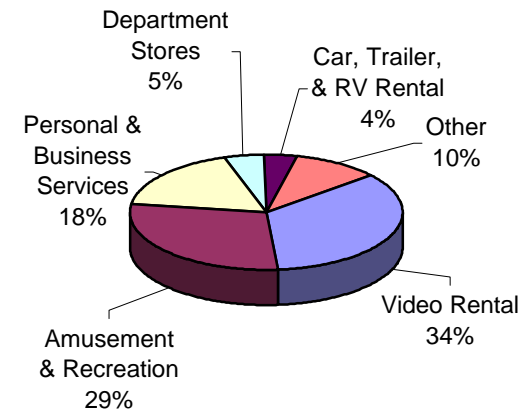
*Percentage is based on 7 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Counter & Rental Clerks work full-time, averaging 40 hours per week. Many work part-time, averaging 20 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$6.50	\$5.75
New Hires, With Experience:	\$5.75 - \$8.00	\$5.75
After Three Years With Firm:	\$5.75 - \$10.00	\$6.75

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Cash handling skills
Ability to use a calculator
Ability to operate a cash register
Ability to stand continuously for 2 or more hours
Willingness to work with close supervision
Ability to work independently
Customer service skills
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Basic computer literacy skills
Organizational skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Customer Service Representative, Retail Clerk, Receptionists, Sales Clerk

Related DOT Code: 249.362-010, 249.366-010, 295.357-010, 295.467-022, 295.467-026, 369.677-010, 369.477-014

Career Ladders: May be promoted to various positions with more responsibility; supervisory and management positions

Nontraditional Occupation: No. Employers responding report that 56% of workers are female.

Turnover: High. The rate is 52.6% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, unsolicited applicants, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Counter & Rental Clerks**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 230 -- Large

Growth Projections: New jobs through 2002: 60
Separations to 2002: 60
Total Openings: 120

Growth Trends: The new job growth rate for this occupation is 26.1%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Many anticipate new growth.

Employer Responses: 15 employers, representing 95 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

DENTAL ASSISTANTS**OES 660020**

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most new hires possess a high school diploma. Many have been engaged in college course work without having earned a degree. Most employers report that they require certification or training prior to employment. This involves the successful completion (through state examination) of an acceptable RDA training program and the issuance of an x-ray license. Some firms indicate that they seek word processing skills in applicants.

Experience: Most firms report that they usually require 9 - 15 months previous experience as a dental assistant. However, almost all employers indicate that they will sometimes accept training in lieu of experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	50%
Dental Insurance:	56%
Vision Insurance:	6%
Life Insurance:	19%
Paid Vacation:	94%
Paid Sick Leave:	88%
Retirement Plan:	38%

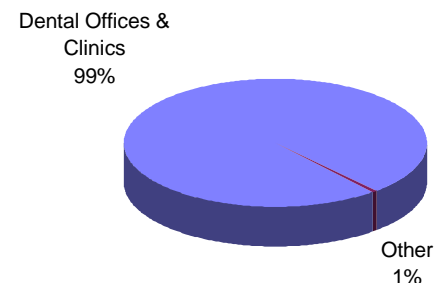
*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours Almost all Dental Assistants work full-time averaging between 32 - 40 hours per week. Some work part-time averaging 24 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$11.51	\$7.18
New Hires, With Experience:	\$7.50 - \$12.59	\$9.00
After Three Years With The Firm:	\$8.40 - \$14.00	\$11.50

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Completion of courses in biological sciences
Ability to do ultrasonic scaling
Ability to complete and explain insurance forms
Ability to perform or assist with dental procedures
Record keeping skills
Understanding of coronal polishing
Knowledge of dental materials
Ability to follow billing procedures
Possession of a Radiation Safety Certificate
Possession of a Registered Dental Assistant (RDA) Certificate
Good grooming skills
Ability to write effectively
Public contact skills
Ability to become familiar with new products
Ability to follow oral instructions
Emergence of word processing skills

SUPPLY AND DEMAND

Recruitment Methods: The most frequently use methods to recruit new employees include: newspaper ads, current employee referrals, private employment agencies, and unsolicited applications.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		X
Little Difficulty	X	
No Difficulty		

The Job Market for : **Dental Assistants**
Experienced applicants: Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Registered Dental Assistants

Related DOT Code: 079.361-018

Career Ladders: May be promoted to RDA upon certification; RDA may be promoted to office manager.

Nontraditional Occupation: No. Employers responding report that 100% of workers are female.

Turnover: Moderate. The rate is 14.6% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 157 -- Medium

Growth Projections:

New jobs through 2000:	38
<u>Separations to 2000:</u>	31
Total Openings:	69

Growth Trends: The new job growth rate for Dental Assistants is 24.2%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 17 employers, representing 48 employees in this occupation, supplied data used in developing this occupational profile.

FILE CLERKS**OES 553210**

File Clerks file correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used, and locate and remove material from files when requested. They may be required to classify and file new material.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All new hires possess a high school diploma or equivalent. Few employers report they require training prior to employment, but place an emphasis on providing "on-the-job" training for this occupation. Most employers, however, indicate that they usually accept training as a substitute for experience.

Experience: Few employers report that they require work-related experience. Those requiring experience tend to hire applicants with 2 - 6 months of previous office work.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	90%
Dental Insurance:	80%
Vision Insurance:	40%
Life Insurance:	70%
Paid Vacation:	100%
Paid Sick Leave:	90%
Retirement Plan:	90%

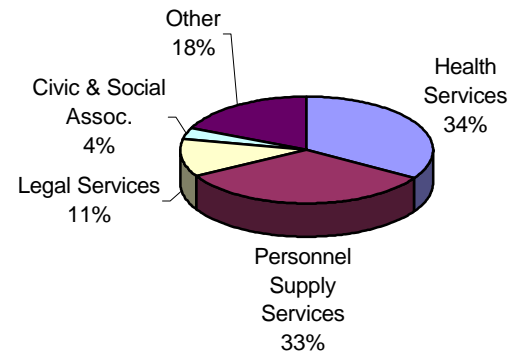
*Percentage is based on 10 employers responding to this particular question.

HOURS AND WAGES

Hours: Most File Clerks work full-time averaging 40 hours per week. Some work part-time at an average of 18 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$8.85	\$6.00	\$6.46
New Hires, With Experience:	\$5.75 - \$9.00	\$7.00	\$7.95
After Three Years With Firm:	\$5.75 - \$16.00	\$8.00	\$12.10

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Data entry skills
Alphabetic and numeric filing skills
Ability to perform detailed clerical work
Customer service and telephone answering skills
Ability to write effectively and legibly
Ability to type at least 30 wpm
Ability to stand continuously for 2 or more hours
Ability to lift at least 40 lbs. repeatedly
Ability to perform routine, repetitive work
Willingness to work with close supervision
Ability to work independently
Basic math skills
Ability to read and follow instructions
Emerging skills place an emphasis on computer literacy, primarily in terms of word processing, database, and spreadsheet

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **File Clerks**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Clerical Assistant, Clerical Aide, Clerk, Staff Aide

Related DOT Code: 206.387-034, 206.367-014, 206.387-022, 206.387-010

Career Ladders: May be promoted to customer service clerk, receptionist, billing clerk, secretary, or administrative assistant

Nontraditional Occupation: No. Employers responding report that 93% of workers are female.

Turnover: High. The rate is 35.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 210 -- Large

Growth Projections: New jobs through 2002: 10
Separations to 2002: 60
Total Openings: 70

Growth Trends: The new job growth rate for this occupation is 4.8%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate growth over this period.

Employer Responses: 15 employers, representing 28 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

FINANCIAL MANAGERS**OES 130020**

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Please include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many recent hires possess a bachelor's degree. Some new hires have earned an associate's degree.

Experience: Almost all employers report that they always require work-related experience. They tend to hire applicants with 24 - 72 months experience as controllers, accountants, financial managers, and fiscal officers. Few employers indicate they will accept training as a substitute for experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	100%
Dental Insurance:	67%
Vision Insurance:	67%
Life Insurance:	93%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	80%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Financial Managers work full-time at an average of 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$6.50 - \$17.26	\$10.01
New Hires, With Experience:	\$8.00 - \$28.91	\$17.59
After Three Years With Firm:	\$11.00 - \$28.91	\$19.18

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

Finance, Insurance, & Real Estate	27.00%
Construction	10.20%
Business Services	9.50%
Medical Services	7.50%
Individual & Family Services	3.90%
Local Government	3.90%
Religious, Social, & Civic Organizations	3.30%
Accounting, Auditing, Bookkeep. & Management	3.00%
Other	31.70%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to plan and organize the work of others
Understanding of regulations affecting financial institutions
Ability to apply techniques of statistical analysis
Ability to analyze securities
Financial planning skills
Budget analysis skills
Cost accounting & cost analysis skills
Report writing skills
Ability to perform advanced mathematical computations
Ability to interpret actuarial and probability of loss tables
Ability to work independently
Ability to hire and assign personnel
Verbal presentation skills
Ability to read and comprehend information quickly
Emerging skills place an emphasis on evolving computer systems, use of new financial management software applications, and network access

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Controller, Chief Financial Officer, Finance Director, Fiscal Officer, Accounting Manager

Related DOT Code: 250.257-014, 160.167-058, 160.162-022

Career Ladders: May be promoted to Vice President of Finance, Chief Business Officer, regional management position.

Nontraditional Occupation: No. Employers responding report that 53% of the workers are female.

Turnover: High. The rate is 31.6% for employees in this occupation over the past 12 months.

Unionization: No. Employers who responded indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, in-house promotion or transfer, Employment Development Dept., and public school or program referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Financial Managers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 411 -- Very Large

Growth Projections:	New jobs through 2000:	53
	<u>Separations to 2000:</u>	41
	Total Openings:	94

Growth Trends: The new job growth rate for Financial Managers is 12.9%, which is growing slower than the average job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 16 employers, representing 19 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

FIREFIGHTERS**OES 630080**

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State or Federal government.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Employers indicate that all recent hires possess a high school diploma or equivalent. Employers report that training and certification are required prior to employment. Candidates must have successfully completed the State Board of Fire Services certification, and must possess a current California Emergency Medical Technician (EMT) certificate at time of application. Possession of a Hazardous Materials First Responder certificate, and college degree in Fire Technology is desirable.

Experience: Employers report that although prior work-related experience is not required for employment, it is desirable.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	100%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	100%

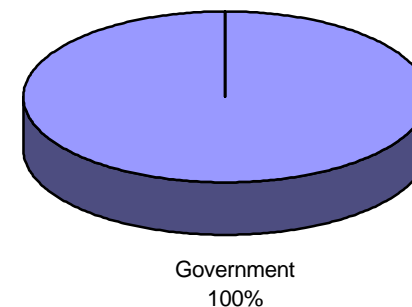
*Percentage is based on 2 employers responding to this particular question.

HOURS AND WAGES

Hours: Employers report that all firefighters work full time at 56 hours per week.

<u>*Wages:</u>	<u>Union Range</u>	<u>Union Median</u>
New Hires, No Experience:	\$9.18 - \$9.48	\$9.33
New Hires, With Experience:	\$9.48 - \$9.75	\$9.62
After Three Years With Firm:	\$9.75 - \$11.50	\$10.63

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to understand the organization of the fire department
Demonstration of physical endurance, agility, and strength in accordance with established standards
Knowledge of basic firefighting methods and equipment
Ability to learn the role of other agencies that respond to emergencies
Demonstration of mechanical aptitude in operation and maintenance of firefighting equipment
Ability to learn and apply fire prevention laws, codes, and regulations
Ability to read, understand and apply a variety of fire suppression and fire prevention information and materials
Ability to reason and act decisively under stressful / emergency situations
Ability to perform routine building and grounds maintenance duties
Ability to maintain records and prepare written reports effectively
Knowledge of geographical layout of jurisdictional area
Ability to service and maintain firefighting equipment in good working order
Emerging skills include increased computer literacy and proficiency

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, the Employment Development Department, school referral programs, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty		
No Difficulty	X	X

The Job Market for: **Firefighters**
Experienced applicants: Very Competitive
Inexperienced applicants: Very Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Fire Engineer

Related DOT Code: 373.364-010

Career Ladders: May be promoted to captain, division chief, or fire apparatus engineer

Nontraditional Occupation: Yes. Employers responding report that 2% of workers are female.

Turnover: Very Low. The rate is 3.2% for employees in this occupation over the past 12 months.

Unionization: Yes. All employers surveyed report they are unionized. Employers surveyed indicate that all employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 194 -- Large

Growth Projections:	New jobs through 2000:	22
	<u>Separations to 2000:</u>	46
	Total Openings:	68

Growth Trends: The new job growth rate for firefighters is 11.3%, which is growing slower than the average rate of 15.6% for all occupations in the county. Half of the employers surveyed project their firm's employment in this occupation to remain stable over the next three years. Half expect growth over this period.

Employer Responses: 2 employers, representing 62 employees in this occupation, supplied data used in developing this occupational profile. Information provided by these employers is available to the general public and may be obtained through respective city personnel departments.

FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS--CLERICAL AND ADMINISTRATIVE SUPPORT

OES 510020

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent new hires have been engaged in college course work. Many have earned an associate's degree. Few have earned a bachelor's degree. Some employers report that training is required prior to employment. Those seeking training or certification indicate a preference for candidates who have earned a college degree.

Experience: Almost all employers report that they usually require work-related experience. They tend to hire applicants with 6 - 36 months of experience in following: accounting, bookkeeping, marketing, clerical support, administrative support, secretarial, human resources, or medical office experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	86%
Dental Insurance:	50%
Vision Insurance:	29%
Life Insurance:	57%
Paid Vacation:	100%
Paid Sick Leave:	86%
Retirement Plan:	64%

*Percentage is based on 14 employers responding to this particular question.

HOURS AND WAGES

Hours: Employers responding report that all employees in this occupation work full-time, averaging 46 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$6.00 - \$10.93	\$8.00	\$10.55
New Hires, With Experience:	\$7.00 - \$13.95	\$10.00	\$11.03
After Three Years With Firm:	\$9.00 - \$20.92	\$11.50	\$12.50

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Finance, Insurance, & Real Estate	20.70%
Health Services	13.70%
Government	9.20%
Education Services	6.40%
Eating Places	4.60%
Business Services	3.10%
Membership Organizations	2.60%
Food & Kindred Products	2.30%
Communications	1.80%
Department Stores	1.40%
New & Used Car Dealers	1.40%
Other	32.80%

QUALIFICATIONS

Employers rated the following qualifications very important:

Office management skills
Ability to manage an activity or department
Ability to plan and organize the work of others
Report writing skills
Supervisory skills
Record keeping skills
Proofreading skills
Ability to hire and assign personnel
Ability to write effectively and legibly
Problem solving skills
Willingness to work with close supervision
Ability to pay attention to detail
Customer service skills
Oral communication skills
Emerging skills include increased computer literacy, especially in terms of work processing, accounting software, spreadsheet, and database

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **First Line Supervisors/Managers-Clerical**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Office Manager, Business Office Supervisor, Administrative Secretary, Accounting Supervisor

Related DOT Code: 168.167-058, 211.137-010, 213.132-010, 214.137-022, 215.137-014, 216.132-010, 222.137-030

Career Ladders: May be promoted to administrator, higher level management, or manager over various other departments

Nontraditional Occupation: No. Employers responding report that 82% of workers are female.

Turnover: Moderate / Moderately High. The rate is 20.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 720 -- Very Large

Growth Projections: New jobs through 2002: 160
Separations to 2002: 140
Total Openings: 300

Growth Trends: The new job growth rate for this occupation is 22.2%, which is growing faster than the average rate of 18.7% for all occupations in the county. Almost all employers project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 15 employers, representing 39 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

FIRST LINE SUPERVISORS AND MANAGERS/SUPERVISORS--SALES AND RELATED OCCUPATIONS OES 410020

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Some recent new hires have been engaged in college course work without having earned a degree. Some have earned an associate's degree. Few have earned bachelor's degrees. No employers indicate that training is required prior to employment.

Experience: Most employers report that they always require work-related experience. They tend to hire applicants with 12 - 60 months of retail sales or management experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	57%
Vision Insurance:	36%
Life Insurance:	71%
Paid Vacation:	100%
Paid Sick Leave:	86%
Retirement Plan:	79%

*Percentage is based on 14 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all First Line Supervisors and Managers for Sales-Related occupations work full-time averaging 42 hours per week.

		Non-Union	Union
<u>*Wages:</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$5.40 - \$17.26	\$8.25	N/A
New Hires, With Experience:	\$5.90 - \$17.26	\$10.00	\$13.90
After Three Years With Firm:	\$8.00 - \$31.17	\$14.00	\$22.06

*In addition to wages, some firms also pay commissions which vary widely.

Few firms pay only commissions.

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

Hardware, Department, & Grocery Stores	25.80%
Automotive Dealers & Gasoline Stations	7.20%
Lumber & Other Building Materials	6.60%
Apparel & Accessory Stores	5.90%
Miscellaneous Retail	4.60%
Civic & Social Associations	3.00%
Video Tape Rental	2.40%
Insurance & Real Estate Services	2.30%
Physical Fitness Facilities	2.30%
Eating Places	1.80%
Newspapers	1.40%
Radio, TV, & Electronic Stores	1.10%
Other	35.60%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to manage an activity or department
Ability to plan and organize the work of others
Report writing skills
Ability to apply sales techniques
People management & coaching skills
Ability to hire and assign personnel
Verbal presentation skills
Ability to write legibly & effectively
Problem solving skills
Public contact skills
Ability to work independently
Ability to work under pressure
Customer service skills
Oral communication skills
Ability to effectively manage time
Emerging skills include increased computer knowledge

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Sales Manager, Area Manager, Sales Director, Department Manager

Related DOT Code: 163.167-018

Career Ladders: May be promoted to higher level management positions

Nontraditional Occupation: No. Employers responding report that 43% of workers are female.

Turnover: Moderate / Moderately High. The rate is 20.9% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, newspaper ads, private employment agencies, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **First Line Supervisors/Managers--Sales**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 721 -- Very Large

Growth Projections:	New jobs through 2000:	109
	<u>Separations to 2000:</u>	85
	Total Openings:	194

Growth Trends: The new job growth rate for this occupation is 15.1%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 15.6%. Many businesses project their firm's employment in this occupation to remain stable over the next three years. Many expect growth over this period.

Employer Responses: 14 employers, representing 91 employees in this occupation, supplied data used in developing this occupational profile.

FOOD PREPARATION WORKERS**OES 650380**

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all new hires possess a high school diploma or equivalent. Few have been engaged in college course work without having earned a degree. Few employers report that training is required prior to employment. Most employers, however, report they will sometimes accept training as a substitute for experience.

Experience: Some firms report that they usually or always require work-related experience. They tend to hire applicants with 6 - 12 months experience in food service.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	64%
Dental Insurance:	64%
Vision Insurance:	55%
Life Insurance:	27%
Paid Vacation:	73%
Paid Sick Leave:	45%
Retirement Plan:	55%

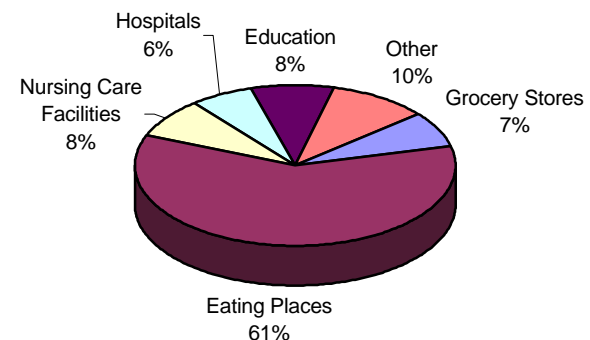
*Percentage is based on 11 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Food Preparation Workers work part-time averaging 22 hours per week. Some work full-time at an average of 41 hours weekly.

	<u>Non-Union</u>	<u>Union</u>	<u>Non-Union</u>	<u>Union</u>
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$5.00 - \$6.00	\$6.10 - \$8.28	\$5.00	\$7.36
New Hires, With Experience:	\$5.00 - \$9.00	\$6.10 - \$8.28	\$5.50	\$7.54
After Three Years With Firm:	\$5.00 - \$12.00	\$7.50 - \$9.37	\$6.50	\$9.01

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Sandwich making skills
Ability to operate a cash register
Salad making skills
Certified as a food handler
Knowledge of sanitary work environment
Ability to handle multiple food orders in a timely fashion
Ability to pass a pre-employment medical examination
Ability to stand continuously for 2 or more hours
Ability to work rapidly
Ability to lift at least 30 pounds repeatedly
Willingness to work with close supervision
High standards of personal cleanliness
Public contact skills
Ability to work under pressure
Ability to follow oral and written instructions
Ability to work independently

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Food Services Aide, Dietary Aide, Cook's Assistant, Food Service Worker, Cafeteria Assistant

Related DOT Code: 313.361-014, 319.677-014

Career Ladders: May be promoted to cook, kitchen manager, dietary supervisor, and management positions.

Nontraditional Occupation: No. Employers responding report that 74% of workers are female.

Turnover: Moderately High. The rate is 24.2% for employees in this occupation over the past 12 months.

Unionization: Yes. Many employers surveyed report they are unionized. Most employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and the Employment Development Dept.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Food Preparation Workers**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 974 -- Very Large

Growth Projections:	New jobs through 2000:	251
	<u>Separations to 2000:</u>	266
	Total Openings:	517

Growth Trends: The new job growth rate for this occupation is 25.8%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate growth over this period.

Employer Responses: 15 employers, representing 227 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

FOOD SERVICE MANAGERS**OES 150261**

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and / or beverages. Please include Food and Beverage Directors.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent new hires have been engaged in college course work without having earned a degree. Few employers require training prior to employment. Many, however, indicate a preference for training employees in other positions to become food service managers.

Experience: Many employers report that they usually require work-related experience. They tend to hire applicants with 6 - 24 months of food service experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	53%
Dental Insurance:	40%
Vision Insurance:	13%
Life Insurance:	27%
Paid Vacation:	80%
Paid Sick Leave:	73%
Retirement Plan:	20%

*Percentage is based on 15 employers responding to this particular question.

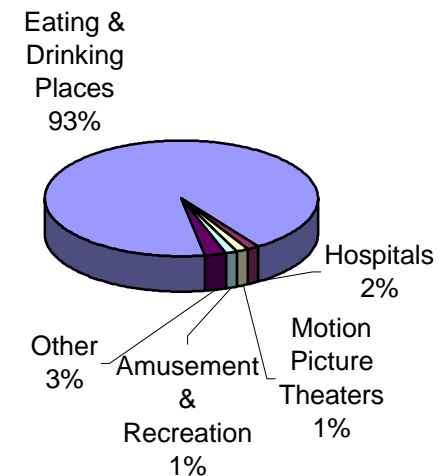
HOURS AND WAGES

Hours: Most Industrial Truck & Tractor Operators work full-time, averaging 46 hours weekly. Some work part-time at an average of 26 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$7.50	\$6.28
New Hires, With Experience:	\$6.00 - \$10.66	\$8.18
After Three Years With Firm:	\$7.00 - \$15.69	\$11.50

*Few surveyed report that Food Service Managers earn a bonus in addition to wages.

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Business math skills
Ability to maintain financial records
Ability to manage an activity or department
Ability to motivate staff, and plan and organize the work of others
Ability to follow purchasing procedures
Record keeping skills
Understanding of inventory techniques
Ability to hire and assign personnel
Food preparation skills
Ability to write effectively
Problem solving skills
Willingness to work with close supervision
Customer service skills / Public contact skills
Ability to work under pressure
Emerging skills include an increased knowledge of computers, especially in terms of ordering of inventory

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, newspaper ads, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Food Service Managers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: General Manager, Kitchen Manager, Restaurant Manager, Store Manager

Related DOT Code: 185.137-010, 187.167-106, 187.167-206, 187.167-026

Career Ladders: May be promoted to district manager

Nontraditional Occupation: No. Employers responding report that 36% of workers are female.

Turnover: Moderately High. The rate is 29.0% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 250 -- Large

Growth Projections:

New jobs through 2002:	50
<u>Separations to 2002:</u>	40
Total Openings:	90

Growth Trends: The new job growth rate for this occupation is 20.0%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 18.7%. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth over this period.

Employer Responses: 18 employers, representing 69 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

GENERAL OFFICE CLERKS**OES 553470**

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires have been engaged in college course work without having earned a degree. Some employers report that training is required prior to employment. This training may take the form of an earned typing certificate or hands-on computer experience. Employers indicate a preference for those with word processing and spreadsheet skills.

Experience: Many firms report that they sometimes require work-related experience. Some indicate they usually require previous experience. They tend to hire applicants with 12 - 24 months of general office experience.

% OF EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	88%
Dental Insurance:	53%
Vision Insurance:	41%
Life Insurance:	53%
Paid Vacation:	94%
Paid Sick Leave:	82%
Retirement Plan:	59%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Most General Office Clerks work full-time averaging 40 hours per week. Many work part-time averaging 22 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$4.25 - \$11.02	\$5.71
New Hires, With Experience:	\$4.50 - \$12.00	\$7.00
After Three Years With Firm:	\$5.00 - \$14.00	\$9.00

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

Education	24.40%
Medical Services	8.10%
Financial & Insurance Services	6.20%
Department & Grocery Stores	5.30%
Employment Services	4.90%
Eating Places	1.50%
Local Government	1.40%
Construction	1.30%
New & Used Car Dealers	1.20%
Other	45.70%

QUALIFICATIONS

Employers rated the following qualifications very important:

Record keeping skills
Alphabetic and numeric filing skills
Ability to operate a 10-key adding machine by touch
Ability to operate a transcribing machine
English grammar, spelling, and punctuation skills
Telephone answering skills
Ability to write effectively
Ability to type at least 45 wpm
Ability to perform routine, repetitive work
Willingness to work with close supervision
Public contact skills
Ability to work independently
Oral communication skills
Emerging skills include ability to work effectively with a computer, especially in terms of word processing, spreadsheet, and database skills.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Receptionist, Office Clerk, Clerk, Administrative Assistant, Office Assistant

Related DOT Code: 209.562-010, 219.362-010, 245.362-014, 245.367-014

Career Ladders: Promoted to numerous job positions, including office manager or bookkeeper

Nontraditional Occupation: No. Employers responding report that 93% of workers are female.

Turnover: Moderately High. The rate is 25% for employees in this occupation over the past 12 months

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, the Employment Development Department, current employee referrals, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for : **General Office Clerks**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 1,921 -- Very Large

Growth Projections: New jobs through 2000: 233
Separations to 2000: 255
Total Openings: 488

Growth Trends: The new job growth rate for this occupation is 12.1%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 20 employers, representing 40 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

HAND PACKERS AND PACKAGERS**OES 989020**

Hand Packers and Packers pack or package by hand a wide variety of products and materials. Please do not include workers whose jobs require more than minimum training.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all new hires possess a high school diploma or equivalent. Few employers report they require training prior to employment. Employers place an emphasis upon providing "on-the-job" training for this occupation.

Experience: Few employers report that they require work-related experience, though recent packing experience in a production environment is helpful and sometimes requested.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	75%
Dental Insurance:	38%
Vision Insurance:	38%
Life Insurance:	50%
Paid Vacation:	88%
Paid Sick Leave:	63%
Retirement Plan:	75%

*Percentage is based on 8 employers responding to this particular question.

HOURS AND WAGES

Hours: Some hand packers work seasonally, averaging 30 hours per week. Some work part-time, at an average of 24 hours weekly. Few work full-time or "on-call", averaging 40 hours per week.

	Non-Union	Union	Non-Union	Union
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$5.00 - \$8.15	\$5.96 - \$6.75	\$5.28	\$6.74
New Hires, With Experience:	\$5.10 - \$8.15	\$6.74 - \$7.01	\$5.88	\$6.75
After Three Years With Firm:	\$5.25 - \$9.45	\$6.74 - \$9.04	\$8.00	\$6.75

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

Women's, Misses', and Junior's Clothing	24.20%
Food and Kindred Products	17.30%
Special Industry Machinery	9.80%
Business Services	9.20%
Eating Places	6.90%
Groceries and Related Products	6.20%
Printing and Publishing	4.20%
Plastic Products	4.20%
Grocery Stores	3.60%
Motor Freight Transport. & Warehousing	3.30%
Flowers, Nursery Stock & Florist Supplies	2%
Other	9.10%

QUALIFICATIONS

Employers rated the following qualifications very important:

Good eye-hand coordination
Ability to stand continuously for 2 or more hours
Ability to sit continuously for 2 or more hours
Ability to lift at least 50 pounds repeatedly
Willingness to work with close supervision
Ability to work independently
Basic math skills -- ability to measure and count
Proper handling of customer packaging
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Packer, Courtesy Clerk, Mailroom
Insertor, Grader, Lineworker, Inspector

Related DOT Code: 920.587-018, 920.687-134

Career Ladders: May be promoted to stocker, checker, food
clerk, supervisory & management positions.

Nontraditional Occupation: No. Employers responding
report that 52% of workers are female.

Turnover: Moderately Low / Moderate. The rate is 10.2%
for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they
are unionized. Some employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new
employees include: current employee referrals, newspaper ads, private
employment agencies, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Hand Packers and Packagers**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 265 -- Large

<u>Growth Projections:</u>	New jobs through 2000:	41
	<u>Separations to 2000:</u>	43
	Total Openings:	84

Growth Trends: The new job growth rate for this occupation
is 15.5%, which is growing at an average rate. The average new
job growth rate for all occupations in the county is 15.6%. Many
employers responding project their firm's employment in this
occupation to remain stable over the next three years. Many
anticipate growth over this period.

Employer Responses: 13 employers, representing 364
employees in this occupation, supplied data used in developing
this occupational profile.

HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS**OES 859020**

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Please do not include workers who do only plumbing and pipefitting work.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. Some employers report they require EPA certification prior to employment.

Experience: Almost all employers report that they usually require work-related experience. They tend to hire applicants with 12 - 36 months experience as heating, air conditioning, and refrigeration installers and repair technicians.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	91%
Dental Insurance:	64%
Vision Insurance:	36%
Life Insurance:	45%
Paid Vacation:	91%
Paid Sick Leave:	45%
Retirement Plan:	55%

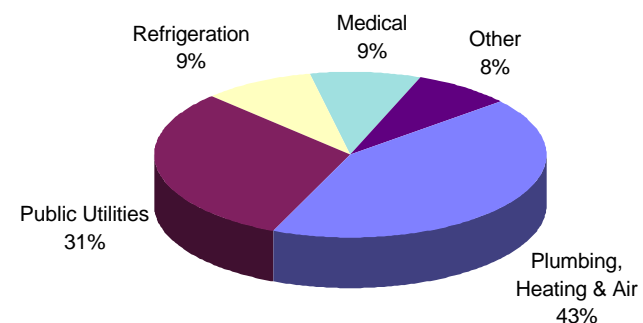
*Percentage is based on 11 employers responding to this particular question.

HOURS AND WAGES

Hours All employers reported that those they employ in this occupation work full-time for an average of 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.00 - \$10.70	\$6.75	\$10.68
New Hires, With Experience:	\$7.00 - \$14.67	\$8.49	\$13.39
After Three Years With Firm:	\$8.50 - \$16.19	\$12.01	\$14.70

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Understanding of circuit design
Ability to read blueprints
Cost estimating skills
Sheet metal working skills
Plumbing skills
Pipefitting skills
Soldering skills
Welding skills
Possession of a valid driver's license
Problem solving skills
Ability to lift at least 100 pounds repeatedly
Ability to provide own hand tools
Ability to work independently
Public contact skills
Knowledge of Gas/Propane restrictions & rules
Ability to read and follow instructions

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Service Technician, Heating & Air Conditioning Mechanic, HVAC Installer, Sheet Metal Worker

Related DOT Code: 637.261-014, 637.261-026, 637.381-014, 827.361-014, 869.281-010

Career Ladders: May be promoted to management and supervisory positions

Nontraditional Occupation: Yes. Employers responding report that 0% of workers are female.

Turnover: Very Low. The rate is 4.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotions or transfers, and the Employment Development Dept.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for : **HVAC Mechanics & Installers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 82 -- Small

Growth Projections: New jobs through 2000: 17
Separations to 2000: 11
Total Openings: 28

Growth Trends: The new job growth rate for this occupation is 20.7%, which is growing faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 12 employers, representing 88 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

HOME HEALTH AIDES**OES 660110**

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Please exclude Nursing Aides and Homemakers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. Some employers indicate that they require certification, generally due to state mandating imposed on certain types of businesses. To become licensed as a Certified Home Health Aide, 65 hours of supervised clinical training and 55 hours of classroom training are required.

Experience: Most employers report that they usually or always require work-related experience. They tend to hire applicants with 6 - 24 months of prior care giving experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	77%
Dental Insurance:	46%
Vision Insurance:	38%
Life Insurance:	46%
Paid Vacation:	92%
Paid Sick Leave:	77%
Retirement Plan:	46%

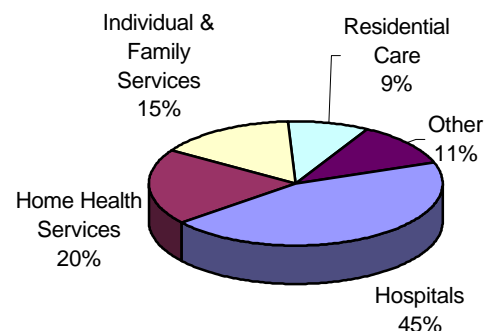
*Percentage is based on 13 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Home Health Aides work full-time for an average of 40 hours per week. Some work part-time, averaging 27 hours per week. Few work as temporary help, or "on-call", averaging 17 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$8.54	\$6.38
New Hires, With Experience:	\$5.75 - \$9.20	\$6.75
After Three Years With Firm:	\$6.50 - \$10.00	\$7.70

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to prepare meals
Ability to apply transferring techniques moving patients
Possession of an HHA Certificate
Possession of a Certified Nurse Assistant qualification
CPR Certification
First Aide Certification
Ability to write effectively
Knowledge of medications and medical reactions of various drugs
Interpersonal communication skills
Possession of a valid driver's license
Empathy in working with patients with dementia
Ability to pass a pre-employment medical examination
Possession of a reliable vehicle
Willingness to work with close supervision
Ability to work independently
Ability to read and follow instructions

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Home Health Aides**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Personal Care Aide, Caregiver, Certified Home Health Aide, Direct Care Staff, Care Providers

Related DOT Code: 355.674-014, 354.377-014

Career Ladders: May be promoted to administrator, case manager, or supervisor. May attain career as LVN or RN by meeting additional educational and licensing requirements.

Nontraditional Occupation: No. Employers responding report that 82% of workers are female.

Turnover: High. The rate is 38.4% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 380 -- Large

Growth Projections: New jobs through 2002: 240
Separations to 2002: 50
Total Openings: 290

Growth Trends: The new job growth rate for this occupation is 63.2%, which is growing much faster than the average new job growth rate of 18.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next three years. Many employers anticipate their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 16 employers, representing 138 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

INDUSTRIAL TRUCK AND TRACTOR OPERATORS**OES 979470**

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Please do not include Logging Tractor Operators.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Employers report that all recent hires possess a high school diploma or equivalent. A few have been engaged in college course work without having earned a degree. Some employers require candidates to obtain a Class B commercial driver's license prior to employment.

Experience: Most employers report that they usually require work-related experience. They tend to hire applicants with 6 - 18 months of warehousing or manufacturing experience as a forklift operator, refuse driver, or truck driver.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	100%
Dental Insurance:	73%
Vision Insurance:	67%
Life Insurance:	87%
Paid Vacation:	100%
Paid Sick Leave:	67%
Retirement Plan:	73%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Industrial Truck & Tractor Operators work full-time averaging 40 hours per week. Some work seasonally, at an average of 40 hours weekly. A few work part-time, averaging 31 hours per week.

	<u>Non-Union</u>	<u>Union</u>	<u>Non-Union</u>	<u>Union</u>
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$13.00	\$12.84 - \$12.84	\$7.00	\$12.84
New Hires, With Experience:	\$6.00 - \$14.38	\$12.84 - \$13.00	\$8.00	\$12.92
After Three Years With Firm:	\$7.00 - \$16.78	\$12.84 - \$14.88	\$11.60	\$13.86

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Food & Kindred Products	38.60%
Lumber & Wood Products	15.30%
Motor Freight Transport. & Warehousing	9.80%
Department Stores	8.90%
Wholesale Trade - Nondurable Goods	5.50%
Lumber & Other Building Materials Dealers	4.20%
Rental of Railroad Cars	3.80%
Special Industry Machinery	3.00%
Wholesale Trade - Durable Goods	2.50%
Government	1.70%
Other	6.70%

QUALIFICATIONS

Employers rated the following qualifications very important:

Automotive maintenance and minor repair skills
Possession of a valid driver's license
Possession of a fork lift driver's certificate
Good eye-hand coordination
Ability to pass a pre-employment medical examination
Ability to lift at least 50 lbs. repeatedly
Possession of mechanical aptitude
Willingness to work with close supervision
Ability to work independently
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Emerging skills include basic computer literacy

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Forklift Operator, Warehouse Worker, Refuse Driver, Special Equipment Operator, Yard Laborer

Related DOT Code: 921.683-050, 929.683-014, 929.583-010, 921.683-042, 921.683-078

Career Ladders: May be promoted to supervisor/management positions, special equipment operator, lumber grader, store driver

Nontraditional Occupation: Yes. Employers responding report that 11% of workers are female.

Turnover: Moderate. The rate is 13.4% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Many employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, in-house promotion or transfer, private employment agencies, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Industrial Truck & Tractor Operators**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 220 -- Large

Growth Projections:

New jobs through 2002:	20
<u>Separations to 2002:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 9.1%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth.

Employer Responses: 15 employers, representing 217 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

INSTRUCTIONAL AIDES**OES 315211**

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most new hires have been engaged in college course work without having earned a degree. Most employers indicate they require training or certification prior to employment. This may take the form of earning 6 - 12 units of early childhood education at a community college, or through passing an instructional aide proficiency test. Many employers indicate they seek word processing skills in applicants.

Experience: Some firms report that they usually or always require work-related experience. Many indicate they will usually accept training in lieu of prior experience. Employers tend to hire applicants with 6 - 12 months experience as an instructional assistant.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	86%
Dental Insurance:	86%
Vision Insurance:	71%
Life Insurance:	43%
Paid Vacation:	86%
Paid Sick Leave:	79%
Retirement Plan:	71%

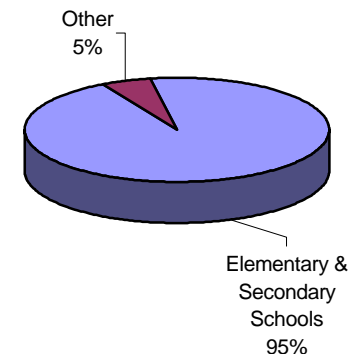
*Percentage is based on 14 employers responding to this particular question.

HOURS AND WAGES

Hours Most Instructional Aides work part-time for an average of 20 hours per week. Few work full-time, averaging between 30 - 38 hours weekly.

	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
<u>*Wages:</u>				
New Hires, No Experience:	\$5.00 - \$7.42	\$5.95 - \$9.35	\$6.10	\$7.60
New Hires, With Experience:	\$5.00 - \$8.85	\$5.95 - \$10.07	\$6.44	\$8.00
After Three Years With Firm:	\$5.00 - \$13.19	\$7.63 - \$11.12	\$7.50	\$9.57

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to apply teaching techniques
Knowledge of early childhood development
Oral reading skills / Oral communication skills
Musical skills
Ability to operate audiovisual equipment
Classroom management skills
Record keeping skills
Ability to administer emergency first aid
Ability to write effectively
Ability to pass a pre-employment medical examination
Understanding of a variety of cultures
Ability to handle crisis situations
Ability to exercise patience
Basic math skills
Emerging skills include a higher degree of computer literacy; some employers additionally seek bilingual ability

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Teacher Aide, Instructional Assistant, Instructional Paraprofessional, Special Ed. Aide

Related DOT Code: 099.327-010

Career Ladders: Instructional Aide may be promoted to a classroom teaching position upon earning a credential

Nontraditional Occupation: No. Employers responding report that 87% of workers are female.

Turnover: High. The rate is 38.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Many employers responding report they are unionized. Almost all employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, in-house promotion or transfer, current employee referrals, and Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Instructional Aides**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 2,340 -- Very Large

Growth Projections:	New jobs through 2000:	345
	<u>Separations to 2000:</u>	162
	Total Openings:	507

Growth Trends: The new job growth rate for Instructional Aides is 14.7%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 15.6%. Most businesses project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth over this period.

Employer Responses: 17 employers, representing 644 employees in this occupation, supplied data used in developing this occupational profile.

INSURANCE POLICY PROCESSING CLERKS**OES 533140**

Insurance Policy Processing Clerks process applications for, changes to, reinstatements of, and cancellations of insurance policies. Their duties include reviewing insurance applications to insure that all questions have been answered, compiling data on changes of insurance policies, changing policy records to conform to insured party's specifications, compiling data on lapsed insurance policies to determine automatic reinstatement according to company policies, cancelling insurance policies as requested by agents, and verifying the accuracy of insurance company records. Please do not include Claims Clerks and Banking Insurance Clerks.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent new hires have been engaged in college course work without having earned a degree. Few employers require receipt of insurance license prior to employment.

Experience: Many employers report that they usually require work-related experience. They tend to hire applicants with 6 - 24 months of clerical, sales, customer service, reception, or other experience within the insurance industry.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	75%
Dental Insurance:	56%
Vision Insurance:	25%
Life Insurance:	63%
Paid Vacation:	100%
Paid Sick Leave:	81%
Retirement Plan:	13%

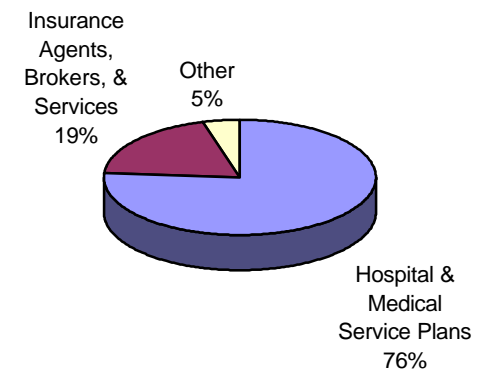
*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Insurance Policy Processing Clerks work full-time, at an average of 39 hours per week. Some work part-time averaging 20 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.26 - \$9.21	\$6.40
New Hires, With Experience:	\$5.92 - \$13.00	\$8.00
After Three Years With Firm:	\$7.00 - \$15.00	\$10.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to complete and explain insurance forms
Record keeping skills
Alphabetic and numeric filing skills
Ability to interpret policy coverage
Ability to perform detailed clerical work
Understanding of insurance terminology
Customer service / Telephone answering skills
Ability to write effectively and legibly
Knowledge of medical terminology
Ability to type at least 45 wpm
Willingness to work with close supervision
Ability to work independently
Good sales skills
Emerging skills include increased emphasis on computer, especially in terms of word processing, spreadsheet, and database

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Insurance Policy Processing Clerks**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Customer Service Representative, Policy Clerk, Policy Typist, Sales/Service Associate

Related DOT Code: 203.382-014, 209.687-018, 219.362-042, 219.362-050, 219.482-014

Career Ladders: May be promoted to office manager, account manager, or agent with proper licensing

Nontraditional Occupation: No. Employers responding report that 88% of workers are female.

Turnover: Moderately High. The rate is 21.6% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 210 -- Large

Growth Projections:

New jobs through 2002:	10
<u>Separations to 2002:</u>	20
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 4.8%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next three years. Some expect employment to remain the same.

Employer Responses: 17 employers, representing 51 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

LABORERS, LANDSCAPING AND GROUNDSKEEPING**OES 790410**

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires possess a high school diploma or equivalent. Few have pursued college level studies. Some employers report that training is usually required prior to employment, but most place an emphasis on previous work experience. Those requiring training seek candidates with an accredited certificate in horticulture.

Experience: Most employers report that they usually require work-related experience prior to employment. They tend to hire applicants with 6 - 30 months experience as a landscaper, groundskeeper, gardener, tree trimmer, pruner, laborer, or park maintenance worker.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	82%
Dental Insurance:	71%
Vision Insurance:	65%
Life Insurance:	47%
Paid Vacation:	82%
Paid Sick Leave:	59%
Retirement Plan:	59%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Laborers, Landscapers, and Groundskeepers work full-time, averaging 40 hours per week. A few work part-time or seasonally, at a weekly average of 30 hours and 40 hours, respectively.

	<u>Non-Union</u>	<u>Union</u>	<u>Non-Union</u>	<u>Union</u>
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$7.19	\$8.14 - \$12.64	\$6.00	\$9.93
New Hires, With Experience:	\$6.00 - \$8.50	\$9.21 - \$12.64	\$7.00	\$11.16
After Three Years With Firm:	\$7.00 - \$13.00	\$10.85 - \$14.60	\$9.63	\$12.32

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Landscape & Horticultural Services	41.00%
Real Estate	16.40%
Retail Nurseries & Garden Stores	9.80%
Flowers & Florists	8.20%
Amusement & Recreation Services	6.60%
Membership Organizations	4.10%
Social Services	3.80%
Health Services	3.50%
Other	6.60%

QUALIFICATIONS

Employers rated the following qualifications very important:

Knowledge of horticulture
Lawn and garden care skills
Pruning skills
Knowledge of gardening tools
Knowledge of pesticides and herbicides
Sprinkler installation and repair skills
Possession of a valid driver's license
Ability to lift at least 75 lbs. Repeatedly
Possession of a reliable vehicle
Willingness to work with close supervision
Public contact skills
Ability to work independently
Basic math skills
Ability to read and follow instructions
Ability to write legibly

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Groundsman, Park Maintenance Technician, Landscape Maintenance Worker, Gardener

Related DOT Code: 406.687-010, 408.161-010, 408.687-014, 406.684-014

Career Ladders: May be promoted to crew leader, foreman, supervisor or manager positions

Nontraditional Occupation: Yes. Employers responding report that 6% of workers are female.

Turnover: Moderately High. The rate is 24.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Many employers surveyed report they are unionized. Some employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, in-house promotion or transfer, current employee referrals, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Landscapers and Groundskeepers**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 320 -- Large

Growth Projections: New jobs through 2002: 60
Separations to 2002: 40
Total Openings: 100

Growth Trends: The new job growth rate for this occupation is 18.8%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 18.7%. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth.

Employer Responses: 19 employers, representing 155 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

LICENSED VOCATIONAL NURSES**OES 325050**

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess an associate's degree. Some have been engaged in college course work without having earned a degree. Almost all employers report that a 24-month LVN training and certification program is required prior to employment. Licensing for this occupation is mandated by the state of California.

Experience: Many firms report that they usually require work-related experience, but most indicate they will sometimes accept training in lieu of experience. Employers tend to hire applicants with 6 - 12 months experience as a Licensed Vocational Nurse.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	94%
Dental Insurance:	83%
Vision Insurance:	44%
Life Insurance:	83%
Paid Vacation:	100%
Paid Sick Leave:	94%
Retirement Plan:	78%

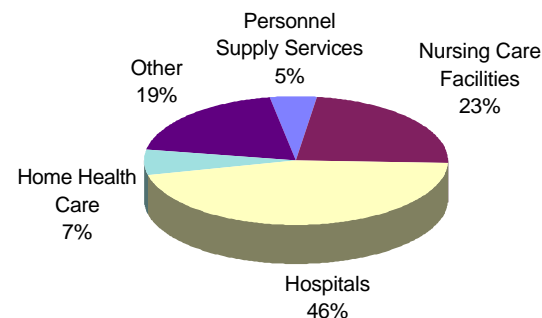
*Percentage is based on 18 employers responding to this particular question.

HOURS AND WAGES

Hours Most Licensed Vocational Nurses work full-time for an average of 40 hours per week. Some work part-time averaging 26 hours per week.

	<u>Non-Union</u>	<u>Union</u>	<u>Non-Union</u>	<u>Union</u>
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$7.00 - \$13.00	\$11.60 - \$11.60	\$9.75	\$11.60
New Hires, With Experience:	\$8.00 - \$14.00	\$12.35 - \$12.35	\$10.50	\$12.35
After Three Years With Firm:	\$8.63 - \$16.00	\$13.36 - \$13.36	\$12.63	\$13.36

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Completion of state mandated certification
Ability to complete and explain insurance forms
Ability to follow laboratory procedures
Ability to provide personal services to patients
Ability to administer an electro-cardiograph (EKG) test
Ability to administer injections
Record keeping skills
Understanding of asepsis
Blood drawing skills
Inhalation therapy skills
Ability to take vital signs
Ability to detect complications in patients
Ability to write effectively
Knowledge of medical terminology
Ability to handle crisis situations
Emergence of computer skills (includes word processing & database)

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and unsolicited applications.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for : **Licensed Vocational Nurses**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Medical Assistant, Phlebotomist

Related DOT Code: 079.374-014

Career Ladders: Medical Assistants may be promoted to LVN with certification; LVN's may be promoted to office manager, and to registered nurse (RN) with additional education.

Nontraditional Occupation: No. Employers responding report that 90% of workers are female.

Turnover: Moderately Low / Moderate. The rate is 10.4% for employees in this occupation over the past 12 months.

Unionization: Yes. Almost all employers surveyed report they are unionized. Many employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 652 -- Very Large

Growth Projections:

New jobs through 2000:	83
<u>Separations to 2000:</u>	68
Total Openings:	151

Growth Trends: The new job growth rate for Licensed Vocational Nurses is 12.7%, which is growing slower than the average job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 19 employers, representing 278 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

MACHINISTS**OES 891080**

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all new hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. Most employers report that they require training or certification prior to employment. This may take the form of a training program at a community college, CNC school, or trade school. There is a strong preference for employees with prior "hands-on" experience.

Experience: Most employers report that they always require work-related experience. They tend to hire applicants with 12 - 48 months experience as a machinist, mold maker, or sawer/sheer operator.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	71%
Dental Insurance:	43%
Vision Insurance:	29%
Life Insurance:	50%
Paid Vacation:	100%
Paid Sick Leave:	71%
Retirement Plan:	57%

*Percentage is based on 14 employers responding to this particular question.

HOURS AND WAGES

Hours Almost all machinists work full-time for an average of 40 hours per week. Some machinists work part-time, an average of 18 hours per week. A few work "on-call", or seasonally averaging 36 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.00 - \$7.19	\$7.00	N/A
New Hires, With Experience:	\$6.00 - \$18.50	\$8.50	\$18.11
After Three Years With Firm:	\$8.00 - \$25.00	\$12.00	\$18.11

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

Industrial Machinery & Equipment	21.60%
General & Auto Repair	21.60%
Home & Vehicle Supplies	15.30%
Plastics, Metals, & Woodworking	9.00%
Communications & Electronics	8.10%
Public Utility	8.10%
Dental Equipment & Supplies	1.80%
Airports & Flying Fields	1.80%
Other	12.70%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate numerically controlled (NC) machines
Understanding of military specifications
Shop math skills
Ability to read blueprints
Ability to use hand tools
Ability to set-up and operate CNC and CAD machines (this type of computer literacy is recognized as an emerging skill among machinists)
Ability to use precision tools
Ability to write effectively
Manual dexterity
Ability to perform precision work
Ability to lift at least 50 pounds
Ability to stand continuously for 2 or more hours
Ability to provide own hand tools
Ability to work independently

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Mold Maker, Tool Maker, Sawyer/
Sheer Operator, Job Shop Machinist

Related DOT Code: 600.260-022, 600.280-026,
600.280-034, 600.280-022, 600.281-010, 600.280-042

Career Ladders: Machinists may be promoted from apprentice level, and may be promoted to lead machinist or management level.

Nontraditional Occupation: Yes. Employers responding report that 1% of workers are female.

Turnover: Moderate. The rate is 10.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, unsolicited applications, & via the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for : **Machinists**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 103 -- Medium

Growth Projections: New jobs through 2000: 8
Separations to 2000: 16
Total Openings: 24

Growth Trends: The new job growth rate for this occupation is 7.8%, which is slower than average for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Many employers expect growth in this occupation over the same period.

Employer Responses: 17 employers, representing 95 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

MAIDS AND HOUSEKEEPING CLEANERS**OES 670020**

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a high school diploma or equivalent. No employer surveyed indicates requiring training prior to employment.

Experience: Some employers report that they usually or always require work-related experience prior to employment. Employers tend to hire applicants with 6 - 12 months of prior housekeeping or custodial experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	86%
Vision Insurance:	71%
Life Insurance:	64%
Paid Vacation:	100%
Paid Sick Leave:	71%
Retirement Plan:	57%

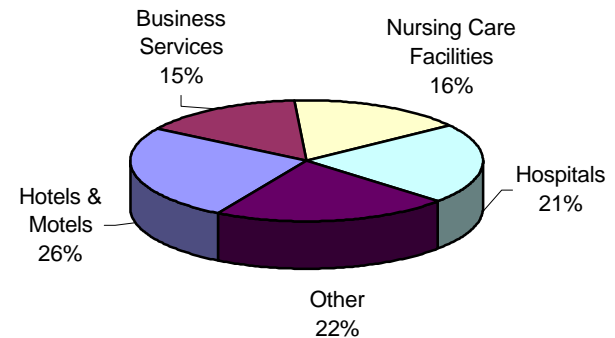
*Percentage is based on 14 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Maids and Housekeeping Cleaners work full-time averaging 39 hours per week. Some work part-time at an average of 25 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.00 - \$7.22	\$5.28	\$5.00
New Hires, With Experience:	\$5.00 - \$7.80	\$5.50	\$5.00
After Three Years With Firm:	\$5.12 - \$8.37	\$6.50	\$5.50

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate commercial laundry machines
Understanding of cleaning compounds and solutions
Ability to operate commercial vacuum cleaners
Ability to administer emergency first aid
Ability to stand for prolonged periods of time
Ability to lift at least 50 pounds repeatedly
Possession of a reliable vehicle
Willingness to work with close supervision
Ability to follow oral instructions
Ability to read and follow instructions
Ability to write legibly
Ability to operate a floor buffing machine

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Environmentalist, Housekeeper, Cleaning Technician

Related DOT Code: 323.687-014, 323.687-010, 323.687-018

Career Ladders: May be promoted to lead cleaner, clerk, nursing assistant, and supervisory positions.

Nontraditional Occupation: No. Employers responding report that 74% of workers are female.

Turnover: Moderately High. The rate is 24.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, the Employment Development Department, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Maids and Housekeeping Cleaners**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 424 -- Very Large

Growth Projections:	New jobs through 2000:	57
	<u>Separations to 2000:</u>	44
	Total Openings:	101

Growth Trends: The new job growth rate for Maids and Housekeeping Cleaners is 13.4%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 18 employers, representing 198 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

MAINTENANCE REPAIRERS -- GENERAL UTILITY**OES 851320**

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent new hires possess a high school diploma or equivalent. Few have earned a college degree. Few employers require training prior to employment.

Experience: Almost all employers report that they require work-related experience. They tend to hire applicants with 6 - 36 months of experience in the following: construction, carpentry, electrical, mechanical, or HVAC.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	94%
Dental Insurance:	78%
Vision Insurance:	50%
Life Insurance:	56%
Paid Vacation:	94%
Paid Sick Leave:	72%
Retirement Plan:	78%

*Percentage is based on 18 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Maintenance Repairers work full-time, averaging 40 hours per week. Few work part-time, averaging 19 hours weekly.

	<u>Non-Union</u>	<u>Union</u>	<u>Non-Union</u>	<u>Union</u>
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$6.00 - \$12.11	\$7.50 - \$11.43	\$6.78	\$9.71
New Hires, With Experience:	\$6.50 - \$14.98	\$9.00 - \$13.27	\$7.75	\$10.70
After Three Years With Firm:	\$7.50 - \$20.00	\$10.93 - \$16.09	\$11.50	\$11.50

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Educational Services	17.70%
Real Estate	14.90%
Government	10.00%
Health Services	7.10%
Amusement & Recreation Services	6.50%
Business Services	4.30%
Manufacturing	2.70%
Construction	2.40%
Eating Places	2.30%
Hotels & Motels	1.90%
Other	20.70%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to read and follow instructions
Record keeping skills
Ability to read blueprints
Ability to operate power tools
Ability to repair and install heating and air conditioning systems
Ability to do cement work
Arc & gas welding skills
Painting skills
Carpentry skills
Electrical repair skills
Plumbing repair skills
Ability to lift at least 50 lbs. repeatedly
Willingness to work with close supervision
Ability to work independently
Basic math skills
Ability to provide own hand tools

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Maintenance Repairers -- General Utility**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Plant Manager, Maintenance Technician, Maintenance Assistant, Operation Technician

Related DOT Code: 899.261-014, 899.381-010

Career Ladders: May be promoted to supervisory positions

Nontraditional Occupation: Yes. Employers responding report that 3% of workers are female.

Turnover: Moderate. The rate is 19.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they are unionized. Some employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 690 -- Very Large

Growth Projections:

New jobs through 2002:	140
<u>Separations to 2002:</u>	110
Total Openings:	250

Growth Trends: The new job growth rate for this occupation is 20.3%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 18.7%. Almost all businesses project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 21 employers, representing 87 employees is this occupation, supplied data used in developing the analysis of this occupational profile.

MEDICAL ASSISTANTS**OES 660050**

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many new hires have earned either a bachelor's degree or an associate's degree. Some employers indicate they require training prior to employment, while most will train on the job. Medical assistants are not licensed, certified, or registered by the state, but training for medical assistants is regulated by the state. The work site must have documentation of their completion of training as required by law and regulations.

Experience: Most employers report that they usually require work-related experience. They tend to hire applicants with 6 - 18 months experience in a medical-related field.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	87%
Dental Insurance:	67%
Vision Insurance:	33%
Life Insurance:	33%
Paid Vacation:	100%
Paid Sick Leave:	93%
Retirement Plan:	67%

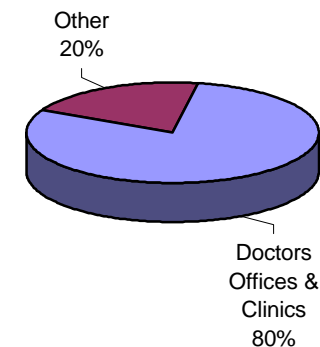
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Many employers report that Medical Assistants work full-time at an average of 39 hours per week. Some work part-time averaging 21 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.00 - \$9.00	\$7.00
New Hires, With Experience:	\$6.50 - \$10.50	\$8.50
After Three Years With Firm:	\$7.50 - \$14.00	\$10.00

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to complete and explain medical insurance forms
Ability to transcribe medical records and reports
Ability to administer an electro-cardiograph (EKG) test
Ability to administer injections
Ability to apply sterilization techniques
Blood drawing skills
Understanding of inventory techniques
Ability to follow billing and insurance procedures
Ability to use word processing software
Ability to write effectively
Knowledge of medical terminology
Knowledge of CPT codes & international diagnostic codes
Ability to handle crisis situations
Willingness to work with close supervision
Emerging skills include an increased knowledge of computers

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Certified Medical Assistant,
Ophthalmic Assistant

Related DOT Code: 079.362-010

Career Ladders: May be promoted to office manager

Nontraditional Occupation: No. Employers responding report that 92% of workers are female.

Turnover: Moderately High. The rate is 25% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, and school or program referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Medical Assistants**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 201 -- Large

Growth Projections:	New jobs through 2000:	42
	<u>Separations to 2000:</u>	19
	Total Openings:	61

Growth Trends: The new job growth rate for Medical Assistants is 20.9%, which is growing faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some anticipate growth over this period.

Employer Responses: 15 employers, representing 52 employees in this occupation, supplied the data used in developing this occupational profile.

MEDICAL RECORDS TECHNICIAN**OES 329110**

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. Few have earned an associate's degree. Some employers responding indicate they require training prior to employment. This may take the form of learning applicable skills through medical training courses.

Experience: Most employers report that they sometimes require work-related experience. They tend to hire applicants with 6 - 36 months of record filing experience in an office environment. Many employers indicate that they usually accept training in lieu of experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	95%
Dental Insurance:	80%
Vision Insurance:	55%
Life Insurance:	85%
Paid Vacation:	95%
Paid Sick Leave:	85%
Retirement Plan:	75%

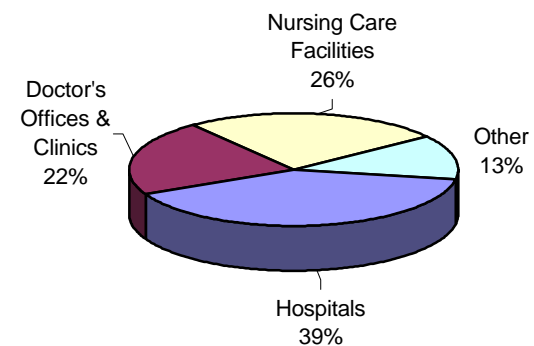
*Percentage is based on 20 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Medical Records Technicians work full-time for an average of 40 hours per week. Some work part-time, averaging 18 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.00 - \$10.75	\$6.00
New Hires, With Experience:	\$5.35 - \$10.75	\$7.00
After Three Years With Firm:	\$5.50 - \$26.00	\$8.00

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Knowledge of physiology
Knowledge of anatomy
Ability to transcribe medical records and reports
Ability to follow medical records control procedures
Knowledge of disease processes
Alphabetic and numeric filing skills
Understanding of medicare rules and regulations
Ability to write effectively and legibly
Knowledge of medical terminology
Analytical skills
Ability to type at least 45 words per minute
Willingness to work with close supervision
Ability to pay attention to detail
Ability to work under pressure
Emerging skills include an increased knowledge of computers and use of medical software; word processing and database skills are desirable

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Medical Records Clerk, Office Records Supervisor, Medical Records File Clerk, Receptionist

Related DOT Code: 079.362-014, 245.362-010, 245.362-014

Career Ladders: May be promoted to receptionist, medical insurance biller, medical assistant, or various office positions

Nontraditional Occupation: No. Employers responding report that 95% of workers are female.

Turnover: Moderately High. The rate is 23.8% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Medical Records Technicians**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 44 -- Small

Growth Projections:	New jobs through 2000:	11
	<u>Separations to 2000:</u>	4
	Total Openings:	15

Growth Trends: The new job growth rate for this occupation is 25.0%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth.

Employer Responses: 20 employers, representing 42 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

NURSE AIDES**OES 660080**

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Please do not include Psychiatric Aides and Home Health Aides.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. A few have earned an associate's degree. Many employers indicate that they prefer Nurse Aides to be certified by the state. Nurse Aides become Certified Nurse Aides (CNA's) through a 3 - 4 month certified training program.

Experience: Many firms report that they usually require work-related experience. Many, however, indicate they will sometimes accept training as a substitute for experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	87%
Dental Insurance:	87%
Vision Insurance:	40%
Life Insurance:	73%
Paid Vacation:	100%
Paid Sick Leave:	93%
Retirement Plan:	60%

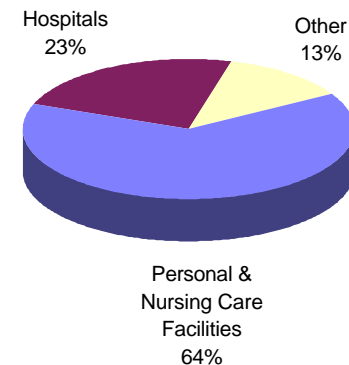
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours Almost all Nurse Aides work full-time for an average of 39 hours per week. Some work part-time, averaging 26 hours weekly. A Few work temporary or "on-call", averaging 19 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$4.75 - \$9.16	\$5.63
New Hires, With Experience:	\$5.50 - \$10.21	\$6.15
After Three Years With The Firm:	\$6.30 - \$12.27	\$7.25

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to provide personal services to patients
Record keeping skills
Knowledge of orthopedic care
Understanding of asepsis
Ability to administer emergency first aid
Ability to apply dressings and compresses
Ability to apply transferring techniques moving patients
Knowledge of surgical preparation procedures
Post surgical care skills
Ability to perform CPR
Possession of Nurses Aid Certification
Ability to handle crisis situations
Ability to work with close supervision
Oral communication skills
Ability to apply new procedures issued by the medical community

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Certified Nurse Aide, Certified Nursing Assistant

Related DOT Code: 355.674-014, 354.374-010, 354.377-010, 354.677-010, 355.674-018

Career Ladders: Nurse Aide may be promoted to Certified Nurse Aide upon certification. CNA may be promoted to LVN or RN

Nontraditional Occupation: No. Employers responding report that 86% of workers are female.

Turnover: High / Moderately High. The rate is 30% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and the Employment Development Dept.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for : **Nurse Aides**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 922 -- Very Large

Growth Projections:

New jobs through 2000:	183
<u>Separations to 2000:</u>	79
Total Openings:	262

Growth Trends: The new job growth rate for Nurse Aides is 19.8%, which is growing faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 15 employers, representing 490 employees in this occupation, supplied data used in developing this occupational profile.

OFFSET LITHOGRAPHIC PRESS SETTERS AND SET-UP OPERATORS**OES 925120**

Offset Lithographic Press Setters and Set-Up Operators set up or set up and operate offset printing presses to print single and multicolor copy from lithographic plates. They examine job orders to determine press operating time, quantity to be printed, and stock specifications.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a high school diploma or equivalent. Some have completed college course work. Almost all employers report that they sometimes accept training as a substitute for experience. There is a strong preference that this training take the form of previous "hands-on" experience as a press operator.

Experience: Many firms report that they always require work-related experience. They tend to hire applicants with 12 - 24 months experience as press operators.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	73%
Dental Insurance:	45%
Vision Insurance:	27%
Life Insurance:	55%
Paid Vacation:	82%
Paid Sick Leave:	55%
Retirement Plan:	18%

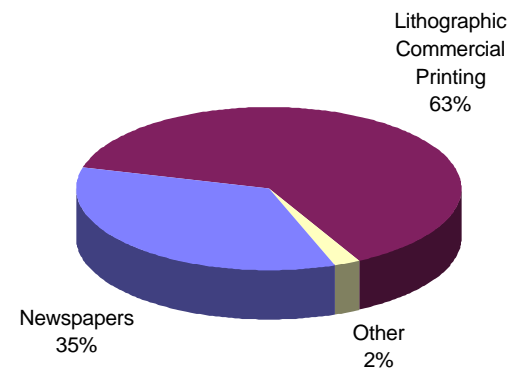
*Percentage is based on 11 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Press Setters/Operators work full-time averaging 40 hours per week. A few work part-time, an average of 24 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$4.25 - \$8.00	\$6.00
New Hires, With Experience:	\$6.00 - \$10.00	\$7.25
After Three Years With The Firm:	\$7.00 - \$15.00	\$10.00

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to use computer-controlled presses (36% noted computer skills as an emerging skill needed to perform the functions of this occupation)
Ability to operate multicolor presses
Ability to use printing inks
Bindery work skills
Offset printing skills
Lithographic camera work skills
Possession of good color perception
Ability to stand continuously for 2 or more hours
Ability to perform precision work
Possession of mechanical aptitude
Ability to work independently
Critical thinking, basic math skills
Ability to write legibly
Knowledge of digital prepress

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Press Operator, Pressman, Pressperson

Related DOT Code: 651.382-042, 651.382-046

Career Ladders: Bindery workers may train to be printers. Press Setters & Operators may be promoted to management level.

Nontraditional Occupation: Yes. Employers responding report that 12% of workers are female.

Turnover: Moderately High. The rate is 27.1% for employees in this occupation over the past 12 months.

Unionization: No. Employers who responded indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, private employment agencies, and unsolicited applications.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for : **Offset Lithographic Press Setters & Operators**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 33 -- Small

Growth Projections: New jobs through 2000: 13
Separations to 2000: 5
Total Openings: 18

Growth Trends: The new job growth rate for Lithographic Press Setters and Set-Up Operators is 39.4%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 14 employers, representing 59 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

PHARMACY TECHNICIANS**OES 325181**

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Their duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many new hires have been engaged in college course work without having earned a degree. Some possess a bachelor's degree. The state of California requires pharmacy technicians to be registered. Candidates must complete 1,500 hours of experiential work under a retail pharmacist, or one year and a minimum of 1,500 hours of supervised experience under a hospital pharmacist.

Experience: Most employers report that they usually or always require work-related experience. They tend to hire applicants with 6 - 12 months of experience as a pharmacy technician.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	94%
Dental Insurance:	75%
Vision Insurance:	56%
Life Insurance:	50%
Paid Vacation:	94%
Paid Sick Leave:	88%
Retirement Plan:	81%

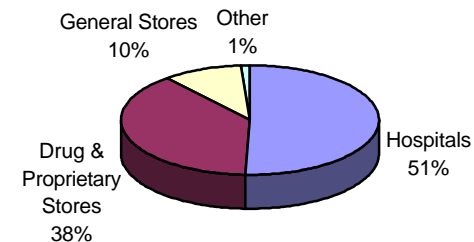
*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Pharmacy Technicians work full-time, averaging 40 hours per week. Some work part-time at an average of 27 hours weekly.

	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
<u>*Wages:</u>				
New Hires, No Experience:	\$5.00 - \$11.95	\$5.00 - \$11.05	\$6.00	\$7.37
New Hires, With Experience:	\$6.00 - \$12.96	\$7.00 - \$11.05	\$9.00	\$9.25
After Three Years With Firm:	\$7.50 - \$14.25	\$11.25 - \$12.75	\$11.23	\$11.88

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Knowledge of chemical compounds
Ability to complete and explain insurance forms
Ability to calculate weights and measurements
Ability to apply sterilization techniques
Ability to measure and calculate using metrics
Ability to accurately record and report information
Ability to write effectively
Ability to follow government regulations and reporting requirements
Willingness to work with close supervision
Ability to pay attention to detail
Public contact skills
Ability to work independently
Basic math skills
Oral communication skills
Emerging skills include increased computer literacy and ability to keep abreast of pharmacy software

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Registered Pharmacy Technician,
General Merchandising Clerk

Related DOT Code: 074.382-010

Career Ladders: May be promoted to senior technician,
management position, or to pharmacist with degree & licensing

Nontraditional Occupation: No. Employers responding
report that 81% of workers are female.

Turnover: Moderately Low. The rate is 9.3% for employees
in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they
are unionized. Of those surveyed, some employees belong to
a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit
new employees include: newspaper ads, current employee referrals,
unsolicited applicants, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Pharmacy Technicians**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 68 -- Small

Growth Projections: New jobs through 2000: 13
Separations to 2000: 6
Total Openings: 19

Growth Trends: The new job growth rate for this occupation
is 19.1%, which is growing faster than the average new job
growth rate of 15.6% for all occupations in the county. Most
employers responding project their firms employment in this
occupation to remain stable over the next three years. Some
expect new growth.

Employer Responses: 17 employers, representing 54
employees in this occupation, supplied data used in developing
the analysis of this occupational profile.

POLICE PATROL OFFICERS**OES 630140**

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent new hires have been engaged in college course work without having earned a degree. Employers indicate that candidates must graduate from and be certified by a valid Peace Officer Standards and Training (POST) basic academy.

Experience: Employers report that prior work-related experience is not a prerequisite for employment.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	100%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	100%

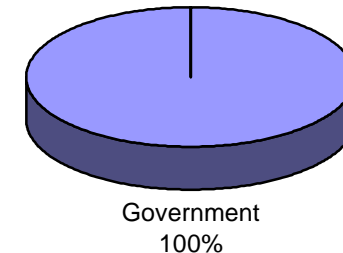
*Percentage is based on 3 employers responding to this particular question.

HOURS AND WAGES

Hours: Employers report that all police patrol officers work full-time averaging 40 hours per week.

<u>*Wages:</u>	<u>Union Range</u>	<u>Union Median</u>
New Hires, No Experience:	\$11.97 - \$14.36	\$13.34
New Hires, With Experience:	\$11.97 - \$14.36	\$14.01
After Three Years With Firm:	\$13.86 - \$17.47	\$14.01

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Knowledge of city, county, and state laws, ordinances, and statutes pertaining to law enforcement
Knowledge of the principles and practices of law enforcement, including patrol, crime prevention, investigation, custody, and identification
Knowledge of courtroom procedures and legal practices
Knowledge of departmental rules and regulations
Ability to physically pursue and capture wanted persons
Ability to react quickly and calmly to emergency situations, isolate and analyze problem causes, and take appropriate action
Ability to learn standard police radio procedures and codes
Ability to observe and recall detailed information, names, faces, and facts
Ability to properly use and care for firearms
Ability to establish and maintain effective work relationships
Ability to read, interpret, and understand laws, rules, and other written materials effectively
Must be of good moral character, and have no record of felony convictions

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, the Employment Development Department, and school or program referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	
No Difficulty		X

The Job Market for: **Police Patrol Officers**
Experienced applicants: Competitive
Inexperienced applicants: Very Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Police Officer

Related DOT Code: 375.263-014, 375.267-038

Career Ladders: May be promoted to sergeant, detective, or lieutenant

Nontraditional Occupation: Yes. Employers responding report that 12% of workers are female.

Turnover: Moderately Low / Moderate. The rate is 10.1% for employees in this occupation over the past 12 months.

Unionization: Yes. All employers surveyed report they are unionized. Employers surveyed indicate that all employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 142 -- Medium

Growth Projections:	New jobs through 2000:	14
	<u>Separations to 2000:</u>	35
	Total Openings:	49

Growth Trends: The new job growth rate for this occupation is 9.9%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth.

Employer Responses: 3 employers, representing 99 employees in this occupation, supplied data used in developing the analysis of this occupational profile. Information provided by these employers is available to the general public and may be obtained through respective city personnel departments.

PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS**OES 150110**

Property and Real Estate Managers and Administrators plan, organize, direct, control, or coordinate real estate property management, purchase, sales, and leasing activities. Their work involves management of buildings or properties, management of real estate buying and selling activities for clients or employers, and management of rented or leased housing units, buildings, or land (including rights-of-way). Please do not include workers whose duties are not primarily managerial or who are engaged primarily in direct buying or selling of real estate.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all new hires have been engaged in college course work without having earned a degree. Few employers indicate that training is required prior to employment, but report a preference for previous experience. Employers place an emphasis in the area of "on-the-job" training under the direction of a property management supervisor.

Experience: Most employers report that they usually require work experience. They tend to hire applicants with 6 - 48 months of experience in real estate, property, or resident management.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	73%
Dental Insurance:	45%
Vision Insurance:	36%
Life Insurance:	55%
Paid Vacation:	100%
Paid Sick Leave:	82%
Retirement Plan:	55%

*Percentage is based on 11 employers responding to this particular question.

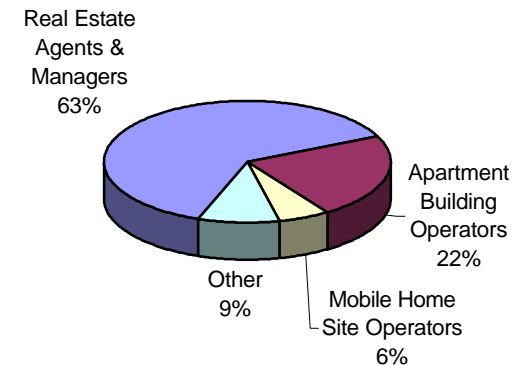
HOURS AND WAGES

Hours: Most Property And Real Estate Managers work full-time, averaging 41 hours per week. Some work part-time, at an average of 11 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$6.96 - \$12.01	\$8.96
New Hires, With Experience:	\$8.80 - \$16.88	\$10.69
After Three Years With Firm:	\$8.80 - \$18.22	\$11.99

*Due to broad occupational definition, which includes resident managers, almost all "on-site" property managers receive free housing allowance, which is calculated into the wage information.

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Business math skills
Ability to maintain financial records
Ability to manage an activity or department
Ability to plan and organize the work of others
Ability to prepare and arrange sales contracts
Ability to handle credit and collections
Knowledge of escrow and title functions
Ability to hire and assign personnel
Ability to negotiate property leases
Carpentry skills
Ability to work independently
Ability to write effectively and legibly
Problem solving skills
Public contact / Oral communication skills
Emerging skills place an increased emphasis on computer knowledge, primarily in terms of word processing and spreadsheet software

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Property And Real Estate Managers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Resident Manager, Manager

Related DOT Code: 186.167-018, 186.167-038, 186.167-046, 191.117-050, 186.117-046, 186.167-066

Career Ladders: May be promoted to regional manager

Nontraditional Occupation: No. Employers responding report that 49% of workers are female.

Turnover: Moderately High. The rate is 21.6% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 130 -- Medium

Growth Projections: New jobs through 2002: 20
Separations to 2002: 20
Total Openings: 40

Growth Trends: The new job growth rate for this occupation is 15.4%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth.

Employer Responses: 15 employers, representing 37 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

RADIOLOGIC TECHNOLOGISTS -- DIAGNOSTIC**OES 329210**

Diagnostic Radiologic Technologists safely use x-ray equipment, including CT scanners, to demonstrate designated portions of the human body on x-ray films or fluoroscopic screens for diagnostic purposes. They are also known as Radiographers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent new hires possess an associate's degree. Employers report that certification in this occupation is required by the state of California. Completion of an approved 2-year academic program, including 1,850 hours of supervised clinical experience is considered mandatory training.

Experience: Almost all firms report that they usually require work-related experience. Employers tend to hire applicants with 6 - 24 months experience as a radiologic technologist.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	82%
Vision Insurance:	52%
Life Insurance:	82%
Paid Vacation:	100%
Paid Sick Leave:	82%
Retirement Plan:	100%

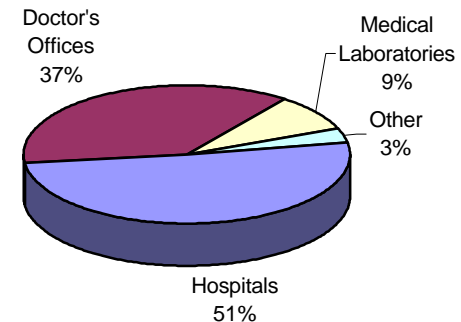
*Percentage is based on 11 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Diagnostic Radiologic Technologists work full-time, averaging 40 hours per week. Some work part-time, at an average of 26 hours weekly. Few work as temporary help, or "on call", averaging 13 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$7.00 - \$14.63	\$13.00
New Hires, With Experience:	\$9.50 - \$15.80	\$13.18
After Three Years With Firm:	\$11.00 - \$16.48	\$15.78

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to use film developing equipment
Ability to follow fluoroscopic imaging procedures
Ability to administer magnetic resonance imaging
Ultrasound scanning skills
CT scanning skills
Ability to follow safe equipment operating practices
Ability to apply transferring techniques moving patients
Ability to take vital signs
Registered with American Association of Radiologic Technologists (AARP)
Possession of California CRT certificate
Knowledge of medical terminology
Ability to stand continuously for 2 or more hours
Ability to write effectively
Record keeping skills
Ability to work under pressure
Emerging skills include increased use of digital technology

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: X-Ray Technician, Diagnostic Technician, X-Ray Technologist

Related DOT Code: 078.362-026

Career Ladders: May be promoted to supervisory position

Nontraditional Occupation: No. Employers responding report that 59% of workers are female.

Turnover: Very Low. The rate is 2.9% for employees in this occupation over the past 12 months.

Unionization: No. Employers who responded indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, and public school or program referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Diagnostic Radiologic Technologists**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 145 -- Medium

Growth Projections:

New jobs through 2000:	38
<u>Separations to 2000:</u>	16
Total Openings:	54

Growth Trends: The new job growth rate for Diagnostic Radiologic Technologists is 26.2%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some employers expect new growth.

Employer Responses: 11 employers, representing 104 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

RECEPTIONISTS AND INFORMATION CLERKS**OES 553050**

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please do not include Receptionists who primarily operate switchboards.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. Few employers require training prior to employment, but indicate a preference for work experience. Those that do, seek candidates with basic computer and general office training.

Experience: Most employers report that they usually require work-related experience. They tend to hire applicants with 6 - 24 months in various aspects of office experience. These include the following: receptionist, administrative assistant, dental office, secretary, clerk typist, or customer service.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	90%
Dental Insurance:	57%
Vision Insurance:	48%
Life Insurance:	62%
Paid Vacation:	100%
Paid Sick Leave:	90%
Retirement Plan:	76%

*Percentage is based on 21 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Receptionists work full-time averaging 40 hours per week. Few work part-time, at an average of 21 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.88 - \$9.53	\$7.00	\$9.37
New Hires, With Experience:	\$5.88 - \$10.21	\$8.00	\$9.78
After Three Years With Firm:	\$6.82 - \$12.08	\$9.00	\$11.83

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Personal & Business Services	27.00%
Colleges & Universities	18.40%
Health Services	17.80%
Insurance & Real Estate	4.00%
Veterinary Services	3.10%
Legal Services	2.30%
Social Services	2.10%
Local Government	1.40%
Accounting, Auditing, & Bookkeeping	1.30%
Physical Fitness Facilities	1.30%
Other	21.30%

QUALIFICATIONS

Employers rated the following qualifications very important:

Alphabetic and numeric filing skills
Bookkeeping skills / Some accounting skills desirable
Ability to operate an enhanced communication system (voice mail, paging)
Telephone answering skills / Oral communication skills
Ability to write effectively and legibly
Ability to type at least 45 wpm
Willingness to work with close supervision
Customer service skills / Public contact skills
Ability to work independently
Ability to work under pressure
Basic math skills
Ability to read and follow instructions
Strong emphasis placed on increased computer skills, especially in terms of word processing, data base, spreadsheet, and keeping apprised of new software packages

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and private employment agencies.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		X
Little Difficulty	X	
No Difficulty		

The Job Market for: **Receptionists And Information Clerks**
Experienced applicants: Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Administrative Assistant, Front Office Receptionist, Customer Service Representative, Office Assistant

Related DOT Code: 237.367-010, 237.367-018, 237.367-022, 237.367-038, 237.367-042, 237.367-046

Career Ladders: May be promoted to billing clerk, payroll, bookkeeper, secretary, sales assistant, or office manager

Nontraditional Occupation: No. Employers responding report that 97% of workers are female.

Turnover: High. The rate is 41.2% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 1,010 -- Very Large

Growth Projections:

New jobs through 2002:	260
<u>Separations to 2002:</u>	170
Total Openings:	430

Growth Trends: The new job growth rate for this occupation is 25.7%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate growth over this period.

Employer Responses: 23 employers, representing 102 employees in this occupation, supplied data used in developing this occupational profile.

REGISTERED NURSES**OES 325020**

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Please do not include Nursing Instructors and Teachers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent hires have earned either a bachelor's degree or an associate's degree. Prior to practicing as a registered nurse, the State of California requires candidates to be graduates of an accredited school of professional nursing, followed by licensing. Persons interested in becoming a registered nurse should seek full details by contacting the California Board of Registered Nursing.

Experience: Almost all employers usually or always require work-related experience. They tend to hire applicants with 12 - 24 months of previous experience in nursing.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	93%
Vision Insurance:	67%
Life Insurance:	87%
Paid Vacation:	93%
Paid Sick Leave:	93%
Retirement Plan:	80%

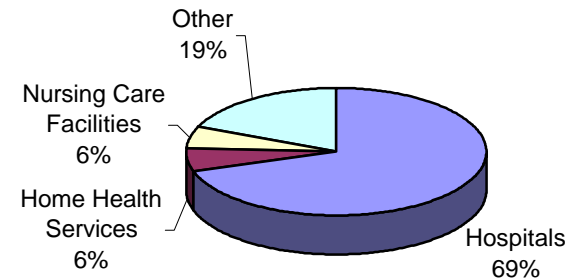
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Registered Nurses work full-time for an average of 40 hours per week. Some work part-time, averaging 25 hours weekly.

	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
<u>*Wages:</u>				
New Hires, No Experience:	\$10.40 - \$18.00	\$14.42 - \$16.26	\$15.46	\$15.34
New Hires, With Experience:	\$12.00 - \$25.00	\$14.42 - \$17.54	\$16.63	\$15.98
After Three Years With Firm:	\$13.50 - \$27.00	\$15.05 - \$18.17	\$18.75	\$16.61

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to complete and explain insurance forms
Ability to plan and organize the work of others
Ability to monitor and provide personal services to patients
Ability to administer an electro-cardiograph (EKG) test
Record keeping skills
Intensive care treatment skills
Ability to apply transferring techniques moving patients
Ability to write effectively and legibly
Keeping apprised of new and effective drugs in use
Manipulation of intrathecal catheters
Willingness to work with close supervision
Ability to work independently
Ability to work under pressure
Public contact / Oral communication skills
Emerging skills place an emphasis on computer literacy

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Registered Nurses**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Surgical Nurse, RN Charge Nurse, Administrative Nurse, School Nurse

Related DOT Code: 075.364-010, 075.124-010, 075.124-014, 075.137-014, 075.374-014, 075.374-018, 075.167-010

Career Ladders: May be promoted to a director of nursing staff, coordinator of clinic, charge nurse of specialty unit, or other administrative positions

Nontraditional Occupation: No. Employers responding report that 76% or workers are female.

Turnover: Moderately Low. The rate is 8.3% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Of firms surveyed, some employees belong to a union

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 1,620 -- Very Large

Growth Projections:

New jobs through 2002:	370
<u>Separations to 2002:</u>	170
Total Openings:	540

Growth Trends: The new job growth rate for this occupation is 22.8%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth.

Employer Responses: 16 employers, representing 734 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

RESIDENTIAL COUNSELORS**OES 273070**

Residential Counselors coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, children homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other problems. They order supplies and determine need for maintenance, repairs, and furnishings.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most new hires possess a bachelor's degree. Some have earned an associate's degree. Many have been engaged in college course work without having earned a degree. Some employers report that CPR / First Aid training is required prior to employment. Some require applicants to have been involved with a work-related internship.

Experience: Almost all employers surveyed report that they usually require work-related experience. They tend to hire applicants with 12 - 24 months experience in group homes, residential care facilities, or child care facilities.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	89%
Dental Insurance:	67%
Vision Insurance:	33%
Life Insurance:	44%
Paid Vacation:	100%
Paid Sick Leave:	78%
Retirement Plan:	44%

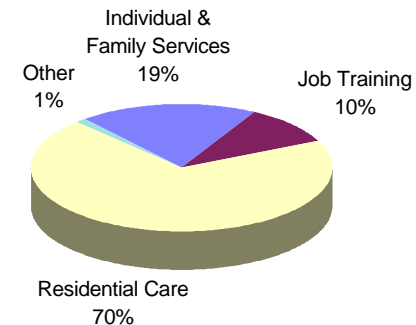
*Percentage is based on 9 employers responding to this particular question.

HOURS AND WAGES

Hours Most Residential Counselors work full-time at an average of 42 hours per week. Some work part-time, averaging 26 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.00 - \$6.90	\$5.50	N/A
New Hires, With Experience:	\$5.50 - \$10.66	\$7.16	\$10.66
After Three Years With Firm:	\$6.50 - \$12.79	\$9.80	\$12.79

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to plan and organize the work of others
Record keeping skills
Merchandise ordering skills
Ability to write effectively
Problem solving skills
Ability to implement a progressive discipline process
Ability to apply stress management and behavior management techniques
Willingness to work with close supervision
Ability to work independently
Interpersonal skills
Ability to deal effectively with difficult individuals
Empathetic
Listening skills
Ability to do shift work
Oral communication skills
Emerging skills include word processing knowledge

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Child Care Worker, Facility Manager, Counselor, House Manager, Program Specialist

Related DOT Code: 187.167-186

Career Ladders: Residential Counselors may be promoted to Facility Managers.

Nontraditional Occupation: No. Employers responding report that 66% of workers are female.

Turnover: High. The rate is 44.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they are unionized. Some employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for : **Residential Counselors**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 89 -- Small

Growth Projections: New jobs through 2000: 21
Separations to 2000: 10
Total Openings: 31

Growth Trends: The new job growth rate for this occupation is 23.6%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to grow over the next three years.

Employer Responses: 10 employers, representing 119 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

SALESPERSONS -- PARTS**OES 490140**

Parts Salespersons sell spare and replaceable parts and equipment from behind a counter in agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damages part or listening to a description of the malfunction. They read a catalogue to find stock number, price, etc., and fill the customer's order from stock. Please do not include workers whose primary responsibilities are to receive, store, and issue materials, equipment, and other items from the stockroom.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires possess a high school diploma or equivalent. Many have been engaged in college course work without having earned a degree. No employer surveyed indicates requiring training prior to employment.

Experience: Many employers report that they usually require work-related experience prior to employment. Employers tend to hire applicants with 6 - 48 months experience in the following: parts counter sales, inventory control, shipping & receiving, mechanics, customer service, other sales experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	95%
Dental Insurance:	74%
Vision Insurance:	47%
Life Insurance:	63%
Paid Vacation:	95%
Paid Sick Leave:	42%
Retirement Plan:	63%

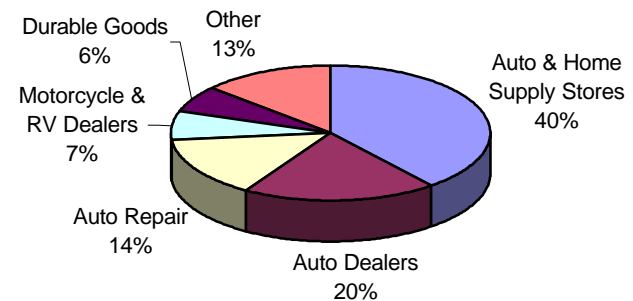
*Percentage is based on 19 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Parts Salespersons work full-time, averaging 40 hours per week. A few work part-time, at an average of 19 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$13.00	\$6.75	\$9.00
New Hires, With Experience:	\$6.00 - \$14.50	\$8.63	\$12.00
After Three Years With Firm:	\$7.00 - \$20.17	\$11.00	\$16.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to apply sales techniques
Cash handling skills
Understanding of inventory techniques / bar coding
Ability to operate a cash register
Telephone answering skills / Oral communication skills
Ability to lift at least 50 lbs. repeatedly
Possession of mechanical aptitude
Willingness to work with close supervision
Ability to work independently
Customer service skills
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Emerging skills include an increased knowledge of computers, especially in terms of point-of-sale computers and databases

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and private employment agencies

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Salespersons -- Parts**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Counter Salesperson, Parts Counter Person, Salesperson, Parts Advisor, Sales Associate

Related DOT Code: 279.357-062, 277.357-050

Career Ladders: May be promoted to sales manager, service manager, service writer, inside or outside field sales positions

Nontraditional Occupation: Yes. Employers responding report that 11% of workers are female.

Turnover: Moderately High. The rate is 23.6% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 200 -- Large

Growth Projections:

New jobs through 2002:	30
<u>Separations to 2002:</u>	50
Total Openings:	80

Growth Trends: The new job growth rate for this occupation is 15.0%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next three years. Many expect employment to remain stable over this time period.

Employer Responses: 19 employers, representing 55 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES)**OES 490112**

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires have been engaged in college course work without having earned a degree. Few have earned bachelor's degrees. Some employers report that previous sales training is required prior to employment. Others indicate they provide an in-house training program for new employees.

Experience: Many firms report that they usually require work experience. They tend to hire applicants with 12 - 15 months experience in various aspects of retail sales. Most employers indicate they will accept sales training in lieu of a lack of work experience.

% OF EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	91%
Dental Insurance:	61%
Vision Insurance:	39%
Life Insurance:	65%
Paid Vacation:	96%
Paid Sick Leave:	74%
Retirement Plan:	65%

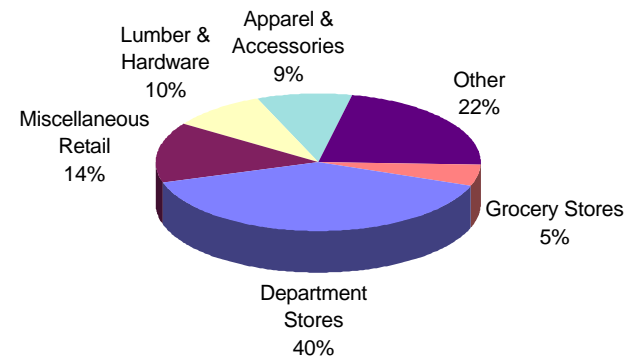
*Percentage is based on 23 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Retail Salespersons work part-time averaging 22 hours per week. Many work full-time at an average of 38 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$4.25 - \$10.00	\$5.00	\$5.00
New Hires, With Experience:	\$4.25 - \$14.38	\$6.90	\$12.00
After Three Years With Firm:	\$4.75 - \$28.77	\$8.42	\$12.00

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to apply sales techniques
Understanding of inventory techniques
Ability to make change
Ability to operate a cash register
Ability to write effectively
Ability to stand continuously for 2 or more hours
Ability to lift at least 50 pounds repeatedly
Good grooming skills
Willingness to work with close supervision
Ability to work independently
Customer service skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Emerging skills include computer literacy; some firms indicate they seek applicants with word processing & database skills.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Sales Professional, Outside Retail Salesman, Sales Associate, Inside Salesperson

Related DOT Code: 316.684-022

Career Ladders: Promoted to lead sales and management positions. Outside salespersons may acquire larger territories.

Nontraditional Occupation: No. Employers responding report that 62% of workers are female.

Turnover: Moderate. The rate is 14.8% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and hiring unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for : **Retail Salespersons**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 2,741 -- Very Large

Growth Projections: New jobs through 2000: 382
Separations to 2000: 725
Total Openings: 1,107

Growth Trends: The new job growth rate for this occupation is 13.9%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 24 employers, representing 493 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

SECRETARIES, GENERAL**OES 551080**

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Please do not include Medical and Legal Secretaries.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires possess a high school diploma or equivalent. Many have been engaged in college course work without having earned a degree. Few have earned a bachelor's or associate's degree. Half of those responding indicate that training is required prior to employment. Employers report this as proper computer training and typing proficiency.

Experience: Most employers report that they usually or always require work-related experience. They tend to hire applicants with 6 - 18 months experience as a receptionist, typist, clerk, bookkeeper, or office assistant.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	87%
Dental Insurance:	47%
Vision Insurance:	27%
Life Insurance:	53%
Paid Vacation:	93%
Paid Sick Leave:	67%
Retirement Plan:	73%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours Almost all General Secretaries work full-time averaging 40 hours per week. Some work part-time averaging 22 hours weekly.

	Non-Union	Union	Non-Union	Union
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$4.25 - \$10.07	\$9.30 - \$9.30	\$6.50	\$9.30
New Hires, With Experience:	\$5.00 - \$11.03	\$9.30 - \$9.30	\$7.25	\$9.30
After Three Years With Firm:	\$7.00 - \$20.00	\$11.31 - \$11.31	\$9.00	\$11.31

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

Education	15.20%
Medical	10.40%
Financial & Insurance Services	10.20%
Business Services	8.30%
Local Government	8.00%
Family, Religious, & Social Org.	6.90%
Construction	2.00%
Public Utilities	1.30%
Other	37.70%

QUALIFICATIONS

Employers rated the following qualifications very important:

Alphabetic and numeric filing skills
Proofreading skills
Ability to operate a transcribing machine
Ability to follow billing procedures
Ability to use spreadsheet software
Ability to use word processing software
English grammar, spelling, and punctuation skills
Telephone answering skills; multi-telephone communications & pagers
Ability to write effectively
Ability to maintain an appointment calendar
Ability to take dictation at 100 wpm or more
Ability to type at least 60 wpm
Willingness to work with close supervision
Oral communication skills
Emerging skills place a strong emphasis on computer knowledge, especially in terms of word processing, spreadsheet use, and database skills

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, private employment agencies, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for : **General Secretaries**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Administrative Assistant, Receptionist, Administrative Secretary

Related DOT Code: 201.362-030, 201.162-010, 201.362-018, 201.362-022, 201.362-026, 219.362-074

Career Ladders: May be promoted to management positions, Executive Secretary, Senior Secretary

Nontraditional Occupation: No. Employers responding report that 98% of workers are female.

Turnover: Moderate. The rate is 15.6% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Of those surveyed, some employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 1,127 -- Very Large

Growth Projections: New jobs through 2000: 61
Separations to 2000: 175
Total Openings: 236

Growth Trends: The new job growth rate for this occupation is 5.4%, which is slower than the average new job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 18 employers, representing 64 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

SECRETARIES, LEGAL**OES 551020**

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires have been engaged in college course work. Many have earned an associate's or bachelor's degree. Some employers indicate they require certification or training prior to employment. This may take the form of a legal / paralegal certificate, typing certificate at 65 words per minute, or training in legal forms and pleadings. Almost all employers seek word processing skills in candidates.

Experience: All employers report that they usually or always require work-related experience prior to employment. They tend to hire applicants with 12 - 36 months experience as a secretary, paralegal, or office clerk.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	65%
Dental Insurance:	40%
Vision Insurance:	20%
Life Insurance:	40%
Paid Vacation:	90%
Paid Sick Leave:	85%
Retirement Plan:	50%

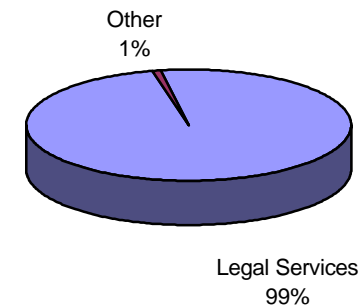
*Percentage is based on 20 employers responding to this particular question.

HOURS AND WAGES

Hours: Most legal secretaries work full-time, averaging 38 hours per week. Some work part-time, at an average of 24 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$10.23	\$8.00	\$8.31
New Hires, With Experience:	\$7.50 - \$13.54	\$9.86	\$9.07
After Three Years With Firm:	\$9.65 - \$17.26	\$12.00	\$10.34

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Understanding of court proceedings
Ability to follow law office methods and procedures
Record keeping skills
Alphabetic and numeric filing skills
Proofreading skills
Ability to follow billing procedures
Ability to use word processing & spreadsheet software
Understanding of legal terms
Telephone answering skills
Ability to write effectively
Ability to maintain an appointment calendar
Ability to perform legal writing & research
Ability to type at least 60 wpm
Willingness to work with close supervision
Increased computer literacy
Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Paralegal, Legal Assistant

Related DOT Code: 201.362-010

Career Ladders: May be promoted to senior legal secretary or lawyer intern

Nontraditional Occupation: No. Employers responding report that 96% of workers are female.

Turnover: Moderately High. The rate is 24.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, private employment agencies, and Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Legal Secretaries**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 84 -- Medium

Growth Projections:	New jobs through 2000:	22
	<u>Separations to 2000:</u>	14
	Total Openings:	36

Growth Trends: The new job growth rate for Legal Secretaries is 26.2%, which is growing much faster than the average rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some employers project growth over this period.

Employer Responses: 22 employers, representing 53 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

SHERIFFS AND DEPUTY SHERIFFS**OES 630320**

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Please do not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Butte County reports that potential candidates for hire must possess a high school diploma or equivalent. The county indicates that candidates must graduate from and be certified by a valid Peace Officer Standards and Training (POST) basic academy within the last three years. Possession of valid first aid and CPR certificates are required during probationary period.

Experience: The county reports that prior work-related experience is not a requirement for this occupation. Proper police academy training (POST) will substitute for prior work experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	100%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	100%

*Percentage is based on 1 employer responding to this particular question.

HOURS AND WAGES

Hours: Butte County reports that all employees in this occupation work full-time averaging 40 hours per week.

***Wages:**

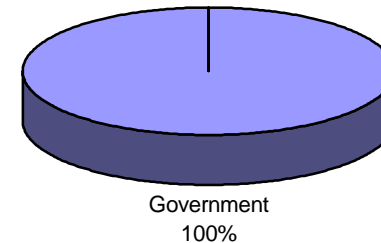
New Hires, No Experience: \$13.33

New Hires, With Experience: \$14.67

After Three Years With Firm: \$16.20

Note: "Range" and "Median" wages are not separated since sample consists of one employer.

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Demonstration of keen powers of observation and memory
Ability to secure information from witnesses and suspects
Ability to make independent decisions while working in the field
Ability to analyze situations accurately and adopt effective course of action
Ability to interpret, explain, and apply laws and regulations
Ability to write clear and comprehensive reports
Ability to understand and carry out oral and written directions
Ability to use and care for firearms and other law enforcement equipment
Able to meet and maintain standards of physical endurance and agility
Ability to work cooperatively with those contacted in the course of work
Must be of good moral character and successfully pass a thorough background investigation including polygraph, fingerprinting, psychological examination, and records check
Employment offer is contingent upon passing a medical examination assessing candidate's ability to meet physical demands of the job
Must be able to pass a plate test of color vision.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: none

Related DOT Code: 377.263-010

Career Ladders: May be promoted to sheriff's sergeant

Nontraditional Occupation: Yes. Employers responding report that 2% of workers are female.

Turnover: Moderately High. The rate is 28.3% for employees in this occupation over the past 12 months.

Unionization: Yes. The county reports that all employees in this occupation belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: Butte College Academy, newspaper ads, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	Not Applicable	X
Little Difficulty		
No Difficulty		

The Job Market for: **Sheriffs and Deputy Sheriffs**
Experienced applicants: Not Applicable
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 57 -- Small

Growth Projections: New jobs through 2000: 6
Separations to 2000: 6
Total Openings: 12

Growth Trends: The new job growth rate for this occupation is 10.5%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. The county projects moderate growth for this occupation over the next three years.

Employer Responses: 1 employer, representing 46 employees in this occupation, supplied data used in developing this occupational profile. Information provided by this employer is available to the general public and may be obtained through the Butte County personnel department.

SOCIAL WORKERS -- EXCEPT MEDICAL AND PSYCHIATRIC**OES 273050**

Social Workers, Except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. Please include Community Organization Social Workers who plan, organize and work with community groups to solve problems. Please do not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all new hires possess a bachelor's degree. Some employers report their recently hired employees possess a master's degree in social work. To become licensed as a clinical social worker (LCSW), an additional 3,200 hours of supervised postgraduate experience is required by the state. To be licensed as a marriage, family and child counselor (MFCC), an additional 3,000 hours of experience under direct supervision by an authorized supervisor is required by the state.

Experience: Almost all firms report that they usually or always require work-related experience. They tend to hire applicants with 12 - 48 months experience in social work, counseling, or a related field.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	Full-Time
Medical Insurance:	89%
Dental Insurance:	67%
Vision Insurance:	44%
Life Insurance:	61%
Paid Vacation:	94%
Paid Sick Leave:	89%
Retirement Plan:	44%

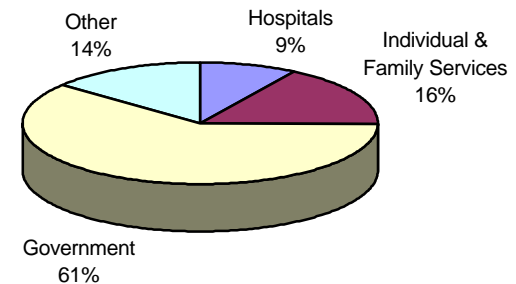
*Percentage is based on 18 employers responding to this particular question.

HOURS AND WAGES

Hours Almost all Social Workers work full-time averaging 40 hours per week. Some work part-time averaging 22 hours weekly.

	Non-Union Range	Union Range	Non-Union Median	Union Median
*Wages:				
New Hires, No Experience:	\$5.27 - \$13.00	\$11.14 - \$11.14	\$10.50	\$11.14
New Hires, With Experience:	\$6.23 - \$19.18	\$12.79 - \$12.79	\$11.51	\$12.79
After Three Years With Firm:	\$8.01 - \$21.58	\$18.13 - \$18.13	\$13.43	\$18.13

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Knowledge of protective services for children and adults
Knowledge of family social work
Vocational counseling skills
Ability to interview others for information
Understanding of court proceedings
Ability to write effectively
Possession of a valid driver's license
Record keeping skills
Understanding of a variety of cultures
Leadership skills
Ability to handle crisis situations
Possession of a clean police record
Ability to apply complex rules and regulations
Ability to work independently
Oral communication skills
Emerging skills place an emphasis on computer literacy

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, in-house promotion or transfer, Employment Development Department, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Social Workers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Community Support Specialist, Family Support Worker, Service Coordinator, Case Worker

Related DOT Code: 195.107-010, 195.107-014, 195.107-018, 195.107-022, 195.107-038, 195.107-026

Career Ladders: May be promoted to supervisory and administrative positions. May attain career as LCSW or MFCC by meeting additional educational and licensing requirements.

Nontraditional Occupation: No. Employers responding report that 77% of the workers are female.

Turnover: High. The rate is 30.9% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Many employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 272 -- Large

Growth Projections:	New jobs through 2000:	46
	<u>Separations to 2000:</u>	18
	Total Openings:	64

Growth Trends: The new job growth rate for this occupation is 16.9%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 15.6%. Many employers responding project their firm's employment in this occupation to remain stable over the next three years. Many employers expect new growth in this occupation over the next three years.

Employer Responses: 19 employers, representing 315 employees in this occupation, supplied data used in developing this occupational profile.

STOCK CLERKS - SALES FLOOR**OES 490210**

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree.

Experience: Most firms report that they usually require work-related experience. They tend to hire applicants with 6 - 24 months experience in the following areas: stock clerk, sales clerk, shipping & receiving, cashiering, ordering of parts.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	64%
Vision Insurance:	50%
Life Insurance:	57%
Paid Vacation:	100%
Paid Sick Leave:	71%
Retirement Plan:	71%

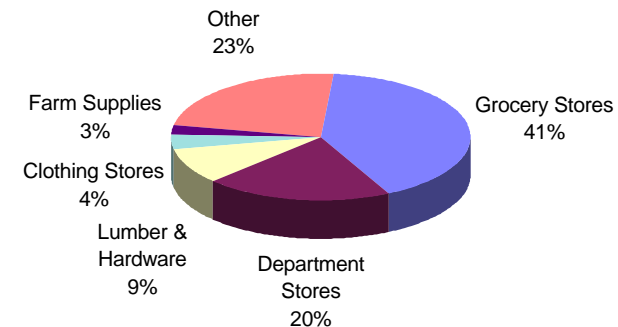
*Percentage is based on 14 employers responding to this particular question.

HOURS AND WAGES

Hours Many Stock Clerks work full-time, averaging 39 hours per week. Many work part-time, at an average of 23 hours per week. A few work "on-call" or seasonally, averaging 10 - 15 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$4.25 - \$6.00	\$5.00
New Hires, With Experience:	\$4.75 - \$10.00	\$5.25
After Three Years With The Firm:	\$5.50 - \$14.00	\$7.00

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate a fork lift
Record keeping skills
Cash handling skills
Understanding of inventory techniques
Bondable
Ability to stand continuously for 2 or more hours
Ability to lift at least 50 pounds repeatedly
Willingness to work with close supervision
Ability to work independently
Customer service skills
Ability to follow oral instructions
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Emerging skills include word processing knowledge

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Customer Service Associate,
Inventory Clerk, Stocker, Retail Receiving Clerk, Sales Clerk

Related DOT Code: 299.367-014, 222.387-058,
299.367-010

Career Ladders: May be promoted to management positions,
retail & outside sales positions, cashiering.

Nontraditional Occupation: No. Employers responding
report that 45% of workers are female.

Turnover: Moderately High. The rate is 26.9% for employees
in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no
unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit
new employees include: current employee referrals, hiring unsolicited
applicants, newspaper ads, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for : **Stock Clerks**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 462 -- Very Large

Growth Projections: New jobs through 2000: 49
Separations to 2000: 76
Total Openings: 125

Growth Trends: The new job growth rate for this occupation
is 10.6%, which is growing slower than the average new job growth
rate of 15.6% for all occupations in the county. Most employers
responding project their firm's employment in this occupation to
remain stable over the next three years. Some expect new growth.

Employer Responses: 15 employers, representing 119
employees in this occupation, supplied data used in developing
the analysis of this occupational profile.

SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING**OES 251020**

Systems Analysts, Electronic Data processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Please do not include persons working primarily as engineers, mathematicians, programmers, or scientists.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most new hires possess a bachelor's degree - usually in computer science. Some recent hires hold an associate's degree. All firms surveyed reported that they seek database skills from applicants. Almost all employers indicate a preference for employees with spreadsheet and word processing skills.

Experience: Most firms report that they always require work-related experience. They tend to hire applicants with 12 - 36 months experience as computer technicians or programmer/analysts.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	93%
Dental Insurance:	87%
Vision Insurance:	67%
Life Insurance:	73%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	93%

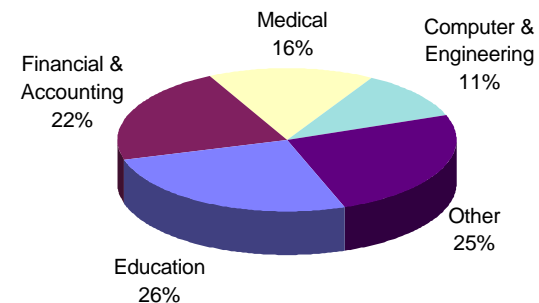
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Systems Analysts work full-time for an average of 40 hours per week. Some work part-time, an average of 20 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$6.00 - \$18.65	\$12.00	\$11.13
New Hires, With Experience:	\$8.00 - \$20.98	\$16.78	\$15.42
After Three Years With Firm:	\$12.00 - \$23.31	\$19.18	\$19.69

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to use database software
Ability to set-up and maintain multi-user systems
Knowledge of UNIX
Ability to use C programming language
Knowledge of mainframe hardware and operating systems
Understanding of wide area networks
Knowledge of microcomputer hardware and operating systems
Understanding of local area networks (LAN)
Ability to use applications software
Familiarity with Windows NT
Knowledge of Internet / Intranet
Ability to maintain PC network server
Knowledge of COBOL - mainframe systems
Ability to write effectively
Ability to work independently
Customer service skills

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, newspaper ads, current employee referrals, and school or program referrals.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for : **Systems Analysts**

Experienced applicants: Competitive

Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Information Systems Analyst, Programmer / Analyst, Information Systems Technician

Related DOT Code: 030.167-014, 030.162-022, 030.162-014, 033.262-010, 109.067-010

Career Ladders: May be promoted to Manager of Information Systems, and Senior Systems Analyst.

Nontraditional Occupation: Yes. Employers responding report that 21% of workers are female.

Turnover: Very Low. The rate is 5.8% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 55 -- Small

Growth Projections:

New jobs through 2000:	33
<u>Separations to 2000:</u>	2
Total Openings:	35

Growth Trends: The new job growth rate for Systems Analysts is 60%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to grow over the next three years.

Employer Responses: 15 employers, representing 85 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

TEACHERS -- KINDERGARTEN**OES 313022**

Kindergarten teachers instruct kindergarten pupils in public or private schools in elemental, physical, mental, and developmental skills. Please do not include Instructional Aides or Preschool Teachers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Virtually all recent hires possess a bachelor's degree. An additional year of graduate study (involving student teaching) is required to earn a multiple subject teaching credential. Most employers indicate a preference for those with a general knowledge of word perfect processing skills.

Experience: Employers indicate a wide variance in their preferences regarding work-related experience. Some employers indicate that they always require work experience prior to employment, while many report that they sometimes will allow training as a substitute for experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	93%
Dental Insurance:	93%
Vision Insurance:	79%
Life Insurance:	43%
Paid Vacation:	7%
Paid Sick Leave:	71%
Retirement Plan:	64%

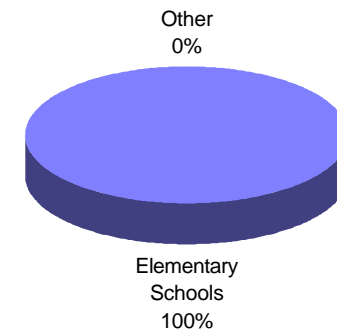
*Percentage is based on 14 employers responding to this particular question.

HOURS AND WAGES

Hours Most Kindergarten Teachers work full-time for an average of 36 hours per week. Many work part-time for an average of 30 hours per week, while some work part-time at an average of 20 hours per week.

<u>*Wages:</u>	<u>Non-Union</u> <u>Range</u>	<u>Union</u> <u>Range</u>	<u>Non-Union</u> <u>Median</u>	<u>Union</u> <u>Median</u>
New Hires, No Experience:	\$5.75 - \$14.32	\$12.45 - \$14.48	\$10.55	\$13.42
New Hires, With Experience:	\$6.25 - \$16.73	\$13.42 - \$17.67	\$11.51	\$14.38
After Three Years With Firm:	\$8.50 - \$18.28	\$13.59 - \$20.27	\$12.47	\$14.96

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate audiovisual equipment
Oral reading skills
Artistic skills
Musical skills
Supervisory skills
Classroom management skills
Record keeping skills
Ability to administer emergency first aid
Ability to apply principles of recreation
Possession of a state teachers' certificate
Ability to write effectively
Understanding of a variety of cultures
Possession of a clean police record
Bi-lingual skills (CLAD Certificate)
Ability to exercise patience
Basic computer knowledge is an emerging skill

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, newspaper ads, public school or program referrals, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	
No Difficulty		X

The Job Market for : **Kindergarten Teachers**

Experienced applicants: Competitive

Inexperienced applicants: Very Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Elementary Teacher, Teacher, Certificated Kindergarten Teacher, K-2 Teacher

Related DOT Code: 092.227-014

Career Ladders: May be promoted to administrative position, or to another grade level

Nontraditional Occupation: No. Employers responding report that 98% of workers are female.

Turnover: Moderately Low. The rate is 7.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Most employers surveyed report they are unionized. Almost all employees belong to a union.

*EDD projections categorize Kindergarten & Preschool Teachers together.

OCCUPATIONAL SIZE & GROWTH --1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

***Size of 1993 Employment:** 273 -- Large

***Growth Projections:**

New jobs through 2000:	60
<u>Separations to 2000:</u>	15
Total Openings:	75

***Growth Trends:** The new job growth rate for Kindergarten & Preschool Teachers is 22.0%, which is growing faster than the average job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 14 employers, representing 106 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

TEACHERS -- PRESCHOOL**OES 313021**

Preschool teachers instruct preschool pupils in public or private schools in elemental, physical, mental, and developmental skills. Please do not include Instructional Aides or workers whose primary function is child care.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many recent hires possess an associate's degree. Some new hires hold a bachelor's degree, while some have been engaged in college course work without having earned a degree. Almost all employers report that training or certification is required prior to employment. They indicate that completion of 12 units of early childhood education / development at the college level is necessary.

Experience: Of firms surveyed, half report that they always require work experience prior to employment. Many firms indicate that they usually require previous experience. Employers tend to hire those with 4 -12 months experience as daycare / preschool teachers and aides.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	25%
Dental Insurance:	25%
Vision Insurance:	13%
Life Insurance:	25%
Paid Vacation:	38%
Paid Sick Leave:	75%
Retirement Plan:	13%

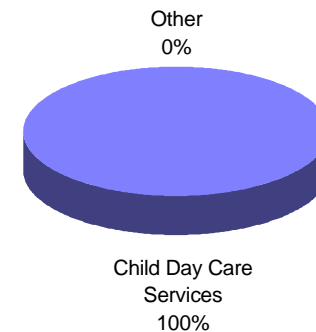
*Percentage is based on 8 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Preschool Teachers work full-time for an average of 40 hours per week. Some work part-time at an average of 22 hours per week. A few work seasonally or "on-call", averaging less than 20 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$4.25 - \$8.68	\$4.75
New Hires, With Experience:	\$4.50 - \$14.00	\$5.94
After Three Years With The Firm:	\$5.00 - \$17.00	\$7.47

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate audiovisual equipment
Oral reading skills
Artistic skills
Musical skills
Classroom management skills
Record keeping skills
Ability to administer first aid
Ability to apply principles of recreation
Understanding of a variety of cultures
Possession of a clean police record
Ability to work under pressure
Ability to exercise patience
Ability to work with "special needs" children
Problem solving skills
Supervisory skills
Emerging skills include word processing knowledge

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotions or transfers, and public school or program referrals.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for : **Preschool Teachers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Lead Teacher, Head Teacher, Homebased Teacher, Tiny Tot Instructor, Daycare Assistant

Related DOT Code: 092.227-018

Career Ladders: May be promoted to head teacher, assistant director, administrator, or program coordinator

Nontraditional Occupation: No. Employers responding report that 98% of workers are female.

Turnover: Moderately High. The rate is 24.7% for employees in this occupation over the past 12 months.

Unionization: No. Employers who responded indicate no unionization for this occupation.

*EDD projections categorize Kindergarten & Preschool Teachers together.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

***Size of 1993 Employment:** 273 -- Large

***Growth Projections:**

New jobs through 2000:	60
<u>Separations to 2000:</u>	15
Total Openings:	75

***Growth Trends:** The new job growth rate for Kindergarten & Preschool Teachers is 22.0%, which is growing faster than the average job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 12 employers, representing 93 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

TEACHERS -- SPECIAL EDUCATION**OES 313110**

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Please include teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All new hires possess a bachelor's degree. Most of these have pursued graduate level work. Graduate study is consistent with the State of California's credentialing requirements for Special Education Teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university.

Experience: Many employers report that they usually or always require work-related experience. They tend to hire applicants with 10 - 24 months of prior teaching experience. Those not requiring previous experience still require student teaching, in accordance with state regulations.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	27%
Paid Vacation:	27%
Paid Sick Leave:	100%
Retirement Plan:	100%

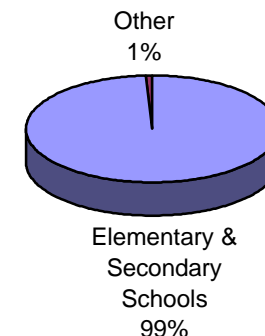
*Percentage is based on 11 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Special Education Teachers work full-time averaging 39 hours per week.

	<u>Non-Union</u>	<u>Union</u>	<u>Non-Union</u>	<u>Union</u>
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$16.43 - \$16.43	\$11.71 - \$15.48	\$16.43	\$13.63
New Hires, With Experience:	\$16.43 - \$16.43	\$14.42 - \$23.97	\$16.43	\$15.54
After Three Years With Firm:	\$16.93 - \$16.93	\$14.99 - \$24.93	\$16.93	\$18.17

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Sign language skills
Ability to read braille
Ability to read lips
Ability to teach physical education
Ability to use computers as a teaching tool
Classroom management skills
Ability to plan and organize training programs
Ability to write effectively
Ability to handle crisis situations
Willingness to travel
Imagination and creativity
Ability to work independently
Ability to maintain classroom discipline
Ability to exercise patience
Emerging skills place an emphasis on computer literacy

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, public school or program referrals, in-house promotion or transfer, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Special Education Teachers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Resource Specialist Teacher, Special Day Class Teacher

Related DOT Code: 099.227-042, 094.224-010, 094.224-014, 094.224-018, 094.227-022, 094.227-030

Career Ladders: May be promoted to principal, vice principal, or other administrative position

Nontraditional Occupation: No. Employers responding report that 71% of the workers are female.

Turnover: Moderately Low. The rate is 9.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Almost all employers surveyed report they are unionized. Almost all employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 200 -- Large

Growth Projections:

New jobs through 2000:	70
<u>Separations to 2000:</u>	20
Total Openings:	90

Growth Trends: The new job growth rate for this occupation is 35.0%, which is growing much faster than the average new job growth rate of 18.7% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 11 employers, representing 126 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

TRAFFIC, SHIPPING, AND RECEIVING CLERKS**OES 580280**

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Please do not include Stock Clerks, and workers whose primary duties involve weighing and checking.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a high school diploma or equivalent. Few have been engaged in college course work or have earned a degree. Some employers report they require training or certification prior to employment. This may take the form of gaining a Class B driver's license and a forklift certificate, or being trained in inventory and accounting procedures.

Experience: Most firms report that they usually or always require work-related experience. They tend to hire applicants with 6 - 24 months experience in shipping / receiving, which often includes the ability to drive a forklift.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	61%
Vision Insurance:	33%
Life Insurance:	67%
Paid Vacation:	94%
Paid Sick Leave:	78%
Retirement Plan:	67%

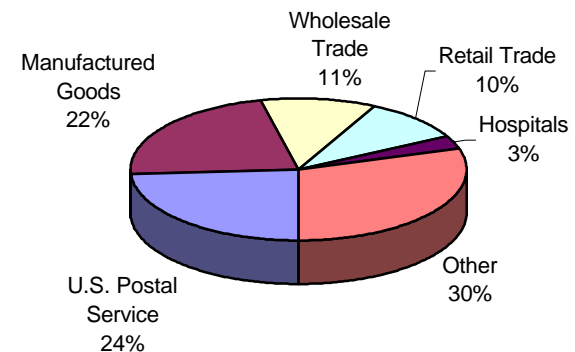
*Percentage is based on 18 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Traffic, Shipping, & Receiving Clerks work full-time averaging 41 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.00 - \$16.54	\$6.50	\$14.18
New Hires, With Experience:	\$5.89 - \$16.54	\$7.25	\$12.99
After Three Years With Firm:	\$7.36 - \$16.54	\$10.23	\$13.60

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate a forklift
Ability to plan and organize the work of others
Record keeping skills
Understanding of inventory techniques
Ability to use the U.S. & private parcel post services
Possession of a valid driver's license
Ability to write legibly and effectively
Ability to stand continuously for 2 or more hours
Ability to lift at least 60 lbs. repeatedly
Willingness to work with close supervision
Ability to work independently
Ability to work under pressure
Basic math skills
Oral communication skills
Emerging skills include increased knowledge of computerized inventory systems, inventory control software, and word processing ability

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Warehouse Manager, Inventory Clerk, Material Handler, Lift Truck Operator, Stockroom Supervisor

Related DOT Code: 222.387-050, 222.387-026, 222.387-034

Career Ladders: May be promoted to management positions within company

Nontraditional Occupation: No. Employers responding report that 35% of workers are female.

Turnover: Moderately Low / Moderate. The rate is 10.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: private employment agencies, current employee referrals, newspaper ads, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Traffic, Shipping, and Receiving Clerks**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 319 -- Large

Growth Projections:	New jobs through 2000:	52
	<u>Separations to 2000:</u>	29
	Total Openings:	81

Growth Trends: The new job growth rate for Traffic, Shipping, and Receiving Clerks is 16.3%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 15.6%. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth.

Employer Responses: 20 employers, representing 84 employees in this occupation, supplied the data used in developing this occupational profile.

TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER**OES 971020**

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. Most employers report that they require a Class I or Class II Driver's License. Some indicate that they additionally require a Hazardous Materials License.

Experience: Most firms report that they always require work-related experience. They tend to hire applicants with 6 - 24 months experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	92%
Dental Insurance:	46%
Vision Insurance:	15%
Life Insurance:	54%
Paid Vacation:	77%
Paid Sick Leave:	23%
Retirement Plan:	46%

*Percentage is based on 13 employers responding to this particular question.

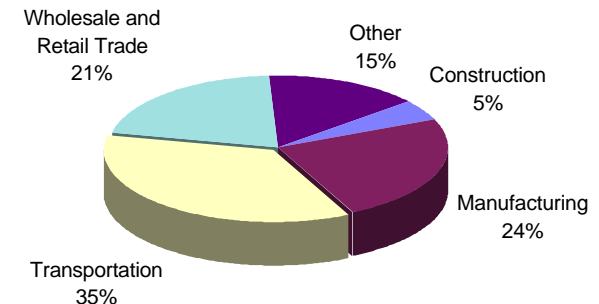
HOURS AND WAGES

Hours: Almost all truck drivers work full-time, averaging between 45 - 50 hours per week. Some work seasonally or "on-call", averaging between 30 - 50 hours weekly. A few work part-time averaging 30 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$6.00 - \$18.00	\$8.00	\$13.27
New Hires, With Experience:	\$7.00 - \$18.00	\$10.00	\$13.27
After Three Years With Firm:	\$8.50 - \$19.18	\$12.00	\$13.27

*Some employers report that workers' wages are paid strictly as a percentage of the load.

*Wages reflect economic situation prior to minimum wage adjustments of 10/01/96.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate a fork lift
Ability to read invoices
Record keeping skills
Automotive maintenance and minor repair skills
Ability to meet Interstate Commerce Commission (ICC) requirements
Ability to drive trucks long distances
Ability to load and unload freight
Map reading skills
Possession of a valid Class A driver's license
Possession of a valid Class B driver's license
Knowledge of local streets
Ability to pass a pre-employment medical examination
Ability to lift at least 75 pounds repeatedly
Possession of a good DMV driving record
Ability to read and follow instructions
Ability to work independently

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Van Operator

Related DOT Code: 905.663-014, 905.663-018,
904.383-010, 904.683-010, 905.683-010, 900.683-010

Career Ladders: Truck Drivers may be promoted to management positions.

Nontraditional Occupation: Yes. Employers responding report that 2% of workers are female.

Turnover: Moderate. The rate is 18.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, unsolicited applicants, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for : **Truck Drivers**

Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 483 -- Very Large

Growth Projections: New jobs through 2000: 69
Separations to 2000: 58
Total Openings: 127

Growth Trends: The new job growth rate for Truck Drivers is 14.3%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 15.6%. Most employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 15 employers, representing 146 employees in this occupation, supplied data used in developing this occupational profile.

WAITERS AND WAITRESSES**OES 650080**

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as tables. Please do not include workers who only work at counters.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many recent hires have earned their high school diploma or equivalent. Many new hires have been engaged in college course work without having earned a degree. No employer surveyed reports requiring training prior to employment.

Experience: Some businesses report that they usually or always require work-related experience; some do not. Those seeking experienced employees tend to hire applicants with 4 - 12 months of previous waitering / waitressing experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	14%
Dental Insurance:	0%
Vision Insurance:	0%
Life Insurance:	14%
Paid Vacation:	100%
Paid Sick Leave:	0%
Retirement Plan:	0%

*Percentage is based on 7 employers responding to this particular question.

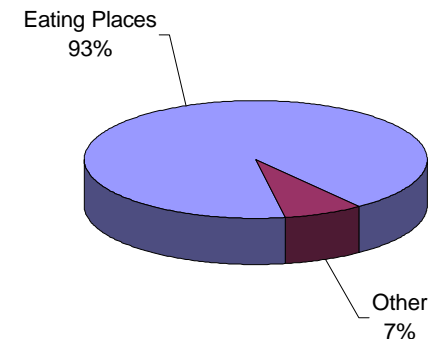
HOURS AND WAGES

Hours: Most Waiters & Waitresses work part-time averaging 22 hours per week. Some work full-time, at an average of 38 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>	<u>Median Hourly Tips</u>
New Hires, No Experience:	\$5.00 - \$5.10	\$5.00	\$2.63
New Hires, With Experience:	\$5.00 - \$5.50	\$5.00	\$7.89
After Three Years With Firm:	\$5.00 - \$7.00	\$5.50	\$10.53

All employers surveyed report that waiters / waitresses earn tips in addition to wages.

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Cash handling skills
Ability to operate a cash register
Ability to stand continuously for 2 or more hours
Ability to lift at least 30 pounds repeatedly
Customer service skills
Good grooming skills
Willingness to work with close supervision
Ability to work independently
Ability to work under pressure
Able to work speedily and efficiently
Able to maintain a positive attitude
Ability to follow oral instructions
Ability to read and follow written instructions
Basic math skills
Oral communication skills
Demonstration of a teamwork attitude

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Servers

Related DOT Code: 311.677-010, 311.674-018, 311.477-030, 311.477-026

Career Ladders: May be promoted to lead waiter / waitress, supervisor, assistant manager, or manager.

Nontraditional Occupation: No. Employers responding report that 88% of workers are female.

Turnover: Moderately High. The rate is 29.2% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Waiters and Waitresses**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 1129 -- Very Large

<u>Growth Projections:</u>	New jobs through 2000:	299
	<u>Separations to 2000:</u>	428
	<u>Total Openings:</u>	727

Growth Trends: The new job growth rate for Waiters and Waitresses is 26.5%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Many employers project their firm's employment in this occupation to remain stable over the next three years. Many anticipate growth over this period.

Employer Responses: 15 employers, representing 267 employees in this occupation, supplied data used in developing this occupational profile.

WELDERS AND CUTTERS**OES 939140**

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many recent hires have earned a high school diploma or equivalent. Many new hires have been engaged in college course work without having earned a degree. Some employers report they require certification or training prior to employment. This may take the form of earning a Certificate of Achievement in Welding Technology at a community college. Employers express a strong preference for workers with prior "hands-on" experience.

Experience: Almost all employers report that they usually or always require work-related experience. Most, however, indicate they will sometimes accept training as a substitute for experience. They tend to hire applicants with 12 - 36 months of experience as a welder or fabricator.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	88%
Dental Insurance:	59%
Vision Insurance:	24%
Life Insurance:	53%
Paid Vacation:	100%
Paid Sick Leave:	35%
Retirement Plan:	59%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Welders & Cutters work full-time averaging 41 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.50 - \$8.00	\$6.50	\$8.00
New Hires, With Experience:	\$6.50 - \$15.21	\$8.50	\$12.60
After Three Years With Firm:	\$7.50 - \$25.09	\$11.00	\$18.55

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

Miscellaneous Repair Services	39.50%
Farm Machinery & Equipment	26.60%
Fabricated Structural Metal	6.40%
Stone, Clay, Glass, & Concrete Products	2.80%
Wholesale Distribution -- Durable Goods	7.40%
General Automotive Repair Shops	2.80%
Refuse Systems	1.80%
Other	12.70%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate inspection equipment
Ability to read blueprints
Ability to read working drawings
Arc & gas welding skills
Structural welding skills
Plasma cutting & tig welding skills
Ability to use precision tools
Pipe welding skills
Ability to pass a work performance test
Ability to stand continuously for 2 or more hours
Possession of mechanical aptitude
Ability to work independently, speedily, and efficiently
Basic math skills
Ability to work in awkward positions
Ability to operate a press brake

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Fabricator

Related DOT Code: 810.384-014, 811.684-014, 819.361-010, 810.382-010, 811.482-010

Career Ladders: May be promoted to foreman, supervisor, or management position.

Nontraditional Occupation: Yes. Employers responding report that 2% of workers are female.

Turnover: Moderate. The rate is 13.6% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, private employment agencies, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Welders and Cutters**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 89 -- Small

Growth Projections:	New jobs through 2000:	20
	<u>Separations to 2000:</u>	18
	Total Openings:	38

Growth Trends: The new job growth rate for this occupation is 22.5%, which is growing faster than the average job growth rate of 15.6% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some employers expect growth over this period.

Employer Responses: 18 employers, representing 125 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

1998

BUTTE COUNTY

TRAINING

DIRECTORY

OVERVIEW

The *Butte County Training Directory* is produced as part of the state-wide CCOIS. The development of this directory is through a cooperative effort between the Butte County Private Industry Council, the Labor Market Information Division of the State of California Employment Development Department, and the California Occupational Information Coordinating Committee (COICC).

The COICC is under federal mandate to develop a statewide Occupational Information System (OIS) to meet the information needs of vocational education planners and administrators and the career information needs of youth and adults.

This is the second year a *Butte County Training Directory* has been prepared. Its purpose is to provide basic information on the training programs available to residents of Butte County. Unless otherwise noted, the programs listed are those which prepare persons for entry into one or more specific occupations.

Users of this directory should note we do not endorse or recommend any particular schools or training providers of programs. While we have made a sincere effort to ensure that the information is as accurate and up-to-date as possible, information changes frequently. Please contact the schools or training providers directly to verify the information. Please let us know if there are additional programs that should be included in future editions of this directory.

HOW CAN I USE THIS DIRECTORY?

The data in this directory is intended for use by various workforce development agencies, training providers, organizations, and individuals. Some of the ways in which this directory can be used are as follows:

- It can be used as a reliable reference resource for career and vocational training programs available in Butte County.
- It can be used by employers interested in finding skilled workers or in search of training programs for new or current employees.
- Counselors and employment training professionals can use this directory to assist individuals in selecting training programs that meet their individual goals and needs.

Job Training Partnership Act (JTPA) Funding And Department of Education Pell Grants

Many of the students taking the vocational or post secondary provider programs listed in this directory receive financial assistance through federal Job Training Partnership Act (JTPA) aid or Department of Education Pell Grants or other program sources. The JTPA Act was enacted in 1982 to provide job training to unemployed, dislocated workers, older workers, veterans, disabled, low income adults and youth facing barriers to employment.

Pell Grants to support training or related expenses are available to individuals who meet certain federal criteria, including low income, educational and other needs measures. Pell Grant funds are administered by Pell-eligible education and training institutions. Federal policies and procedures provide for a coordination of JTPA aid and Pell Grant awards.

Accreditation recognized by the Department of Education is necessary for students to be eligible to participate in federal student loan programs. Accreditation also provides funding protection for students in JTPA aided trainer provider programs.

TRAINING

PROVIDERS

Butte Community College

Physical Address

3536 Butte Campus Drive
Oroville, CA 95965

Mailing Address

P.O. Box 711
Oroville, CA 95965

Phone 530-895-2361

Fax 530-895-2411

Web Address www.butte.cc.ca.us

Services

Job Placement Services	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Development	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Veteran Approved	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On-Site Child Care	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Distance Learning	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Open Entry / Open Exit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Vocational Degrees and Certificates

Alcohol and Drug Studies

Occupational Objective:

Occupations in Human Service Organizations

Training Site Location:

Butte Community College

Agriculture Career Programs

Ag Business Option

Occupational Objective:

Farm and Ranch Management Occupations

Training Site Location:

Butte Community College

Ag Science Option

Occupational Objective:

Occupations in Agricultural Service Industry

Training Site Location:

Butte Community College

Heavy Equipment Operator Tech Certificate

Occupational Objective:

Heavy Equipment Operator

Training Site Location:

Butte Community College

Mechanized Agriculture Option

Occupational Objective:

*Occupations in Recreation and Construction,
Production Agricultural, Landscape Business*

Training Site Location:

Butte Community College

Ornamental Horticulture Option

Occupational Objective:

Occupations in Floriculture, Landscaping, Nursery Production, Turfgrass Management, Park Maintenance, Education, and Floristry

Training Site Location:

Butte Community College

Nursery / Florist Technician Certificate

Occupational Objective:

Occupations in Nurseries and Florist Shops

Training Site Location:

Butte Community College

Landscape / Turfgrass Technician Certificate

Occupational Objective:

Occupations in Landscape Maintenance, Park Maintenance, and Landscape Design

Training Site Location:

Butte Community College

Natural Resources

Occupational Objective:

Occupations in Private Management Firms, Lumber, Land Development, and Government

Training Site Location:

Butte Community College

Parks and Recreation

Occupational Objective:

Occupations in Private Enterprise and Government

Training Site Location:

Butte Community College

Business Career Programs**Accounting**

Occupational Objective:

Accountant

Training Site Location:

Butte Community College

Court Reporting

Occupational Objective:

Court Reporting

Training Site Location:

Butte Community College

CSCI-Business Information Systems

Occupational Objective:

Computer Programmer, Systems Analyst

Training Site Location:

Butte Community College

Management & Marketing

Occupational Objective:

Occupations in Retail, Wholesale, Education, Manufacturing, Social Services, Government

Training Site Location:

Butte Community College

Office Information Systems

Occupational Objective:

Medical Transcriptionist, Medical Office Assistant, Legal Office Assistant

Training Site Location:

Butte Community College

Real Estate

Occupational Objective:

Occupations in Real Estate

Training Site Location:

Butte Community College

Cosmetology

Occupational Objective:

Licensed Cosmetologist

Training Site Location:

Butte Community College

Dietary Service Supervisor

Occupational Objective:

Food Service Management

Training Site Location:

Butte Community College

Early Childhood Education

Occupational Objective:

*Early Childhood Teacher / Administrator, Day Care Provider,
Social Worker, Activity Specialist for Hospitalized Children,
Elementary School Teacher*

Training Site Location:

Butte Community College

Family & Consumer Sciences

Occupational Objective:

*Occupations in Financial Advising, Resource Management,
Consumer Advocacy, Teaching, Communication Specialist*

Training Site Location:

Butte Community College

Fashion Communication & Marketing

Occupational Objective:

*Occupations in Fashion Reporting, Fashion Editing, Fashion
Research, Professional Publishing, Advertising, Fashion
Photography*

Training Site Location:

Butte Community College

Fashion Merchandising

Occupational Objective:

Occupations in Retail, Promotion, and Media

Training Site Location:

Butte Community College

Fine Arts Career Programs**Ceramics**

Occupational Objective:

*Art Teacher or Therapist, Artist, Ceramic
Restorer, Industrial Ceramist, Dental Ceramist,
Glaze Technician, Tile Decorator*

Training Site Location:

Butte Community College

Graphic Design For Print

Occupational Objective:

Occupations in Graphic Communications

Training Site Location:

Butte Community College

Commercial Photography

Occupational Objective:

Occupations in Professional Photography

Training Site Location:

Butte Community College

Fine Arts Photography

Occupational Objective:

Occupations in Professional Photography

Training Site Location:

Butte Community College

Food Service Management

Occupational Objective:

Occupations in Food Service Industry

Training Site Locations:

Butte Community College

Health Career Programs

Emergency Medical Technician - Paramedic

Occupational Objective:

Certified Paramedic

Training Site Location:

Butte Community College

Licensed Vocational Nurse to Registered Nurse

Occupational Objective:

Registered Nurse

Training Site Location:

Butte Community College

Respiratory Care

Occupational Objective:

Respiratory Therapist

Training Site Location:

Butte Community College

Vocational Nursing

Occupational Objective:

Licensed Vocational Nurse

Training Site Location:

Butte Community College

Interior Design

Occupational Objective:

Interior Designer

Training Site Location:

Butte Community College

Public Service Career Programs

Court Personnel - Prelaw

Occupational Objective:

*Occupations in Private Law Firms, Court, Social Welfare
Agency, Law Enforcement*

Training Site Location:

Butte Community College

Fire Science

Occupational Objective:

*Occupations in Fire Fighting, Building Inspection
Prevention*

Training Site Location:

Butte Community College

Law Enforcement

Occupational Objective:

*Occupations in State, County, & Municipal
Law Enforcement, Correctional Facilities,
County Probation Offices*

Training Site Location:

Butte Community College

School Food Service Management

Occupational Objective:

Occupations in Food Service Management

Training Site Location:

Butte Community College

Technology Career Programs

Automotive Technology

Occupational Objective:

Automotive Technicians

Training Site Location:

Butte Community College

Building Inspection Technology

Occupational Objective:

Occupations in Building Inspection

Training Site Location:

Butte Community College

Civil Engineering

Occupational Objective:

Civil Engineering Technologist or Technician

Training Site Location:

Butte Community College

Construction

Occupational Objective:

Pursuit of a General Contractor's License

Training Site Location:

Butte Community College

Drafting & CAD

Occupational Objective:

Technical Drafter, CAD Technician

Training Site Location:

Butte Community College

Manufacturing Technology

Occupational Objective:

CNC Machine Programmer / Operator

Training Site Location:

Butte Community College

Welding

Occupational Objective:

Certified Welder

Training Site Location:

Butte Community College

Tourism and Travel

Occupational Objective:

Occupations in the Travel Industry

Training Site Location:

Butte Community College

Visual Merchandising (Display)

Occupational Objective:

Occupations in Retail and Commercial Display

Training Site Location:

Butte Community College

Telecommunications Programs**Agriculture Communications****Bio-Medical Media Production Specialist****Media Performance****Media Sales and Management****Multi-Track Recording Technician****Sports / Recreation Media Production****Video Graphics****Video Production**

Occupational Objective:

Occupations in Electronic Communications

Training Site Location:

Butte Community College

Butte County Regional Occupational Program (ROP)

Physical Address

9341 A Midway
Durham, CA 95938

Mailing Address

P.O. Box 240
Durham, CA 95938

Phone 530-891-2929

Fax 530-891-2909

Web Address www.bcoe.butte.k12.ca.us

E-Mail Address kgreenma@bcoe.butte.k12.ca.us

Services

Job Placement Services	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Development	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Veteran Approved	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On-Site Child Care	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Distance Learning	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Open Entry / Open Exit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Vocational Degrees and Certificates

Agricultural Business and Marketing

Occupational Objective:

Occupations in Agri-Business

Training Site Location:

Biggs High School

Auto Body Repair and Service

Occupational Objective:

Auto Body Repairer & Detailer

Training Site Location:

Paradise High School

Banking and Finance

Occupational Objective:

Bank Teller, Bank Office Clerk, New Accounts

Representative

Training Site Location:

Pleasant Valley High School

Business Office Technology

Occupational Objective:

Office-Related Occupations

Training Site Location:

Chico High School, Paradise Employment Center,
BCOE Technology Lab - Oroville

Chef Prep and Restaurant Occupations

Occupational Objective:

Occupations in Food Service

Training Site Location:

Oroville High School

Computer Applications

Occupational Objective:

Secretary, Other Clerical Occupations

Training Site Location:

Butte County Schools - Home School

Dental Front Office

Occupational Objective:

Dental Receptionist, Insurance Clerk, Front Office Dental Assistant

Training Site Location:

ROP Dental Classroom - Durham

Diversified Occupations

Occupational Objective:

Job Skills in Diversified Areas

Training Site Location:

Chico High School, Paradise High School, Sierra del Oro School

Environmental Technology

Occupational Objective:

Occupations in Environmental Science

Training Site Location:

Las Plumas High School

Equipment Operation / Maintenance and Construction

Occupational Objective:

Occupations in Agricultural Equipment Operation, Maintenance, and Construction

Training Site Location:

Las Plumas High School

Fashion Merchandising

Occupational Objective:

Occupations in Fashion Merchandising

Training Site Locations:

Pleasant Valley High School

Hospital / Health Occupations

Occupational Objective:

Occupations in Auxiliary Hospital and Medical Services

Training Site Location:

Pleasant Valley High School, Las Plumas High School, Paradise Employment Center

Medical Assisting

Occupational Objective:

Medical Assistant

Training Site Location:

Paradise Employment Center

Registered Dental Assistant

Occupational Objective:

Registered Dental Assistant

Training Site Location:

ROP Dental Classroom - Durham

Retail Sales and Service

Occupational Objective:

Sales and Sales-Related Occupations

Training Site Location:

Gridley High School, Las Plumas High School, Pleasant Valley High School

Travel, Hospitality, and Recreation

Occupational Objective:

Occupations in Hotel, Tourism, and Recreation

Training Site Location:

Las Plumas High School

Welding Fabrication

Occupational Objective:

Welder, Fabricator

Training Site Location:

Las Plumas High School

Cal-A-Hi Dog Grooming School

Physical Address

973 East Avenue #Q, Fairview Center
Chico, CA 95926

Occupational Objective

Professional Dog Grooming

Mailing Address

282 Camino Norte
Chico, CA 95973

Phone 530-343-1554

Fax none

Web Address none

E-Mail Address none

Services

Job Placement Services	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Development	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Approved	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Distance Learning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Open Entry / Open Exit	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

California State University, Chico

Physical Address

400 W. First Street
Chico, CA 95929

Mailing Address

400 W. First Street
Chico, CA 95929

Phone 530-898-INFO

Fax 530-898-4020

Web Address www.csuchico.edu

E-Mail Address

Services

Job Placement Services	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Development	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Veteran Approved	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On-Site Child Care	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Distance Learning	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Open Entry / Open Exit	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Undergraduate Degree Programs

Agricultural Business
Agriculture
American Studies
Anthropology
Art
Asian Studies
Biological Sciences
Business Administration
Chemistry
Child Development
Civil Engineering
Communication Studies
Communication Design
Computer Engineering
Computer Information Systems
Computer Science
Construction Management
Economics
Electrical / Electronic Engineering
English
Environmental Sciences
Exercise Physiology
French
Geography
Geosciences
German
Health Science
History
Humanities
Industrial Technology

Information and Communication Studies
Instructional Technology
Interior Design
International Relations
Journalism
Latin American Studies
Liberal Studies
Mathematics
Mechanical Engineering
Microbiology
Multicultural and Gender Studies
Music
Nursing
Nutrition and Food Science
Philosophy
Physical Education
Physics
Political Science
Psychology
Public Administration
Recreation Administration
Religious Studies
Social Science
Social Work
Sociology
Spanish
Special Major
Speech Pathology and Audiology
Theatre Arts

Graduate Degree Programs

Accountancy
Agriculture
Anthropology
Art
Biological Sciences

Botany
Business Administration
Computer Science
Education
Electrical Engineering
English
Geography
Geosciences
History
Information and Communication Studies
Interdisciplinary Studies
Music
Nursing
Nutritional Science
Political Science
Physical Science
Psychology
Public Administration
Recreation Administration
Rural and Town Planning
Social Science
Speech Major
Speech Pathology and Audiology

Certificate Programs

Adapted Physical Education
Alternative Dispute Resolution
Chemistry
Cultural Anthropology
Cultural Resource Management
Electronic Printing and Publishing
Emergency Medical Services Administration
Exercise Physiology
Forensic Identification
Gerontology
Literary Editing and Publishing

Museology
Paralegal
Public Health Nursing
Public History
Technical Writing
Theory and Practice of College Composition

Cal Northern School of Law

Physical Address

1395 Ridgewood Drive, Suite 100
Chico, CA 95973

Occupational Objective

Law Degree

Mailing Address

1395 Ridgewood Drive, Suite 100
Chico, CA 95973

Phone 530-891-6900

Fax 530-891-3429

Web Address www.CalNorthern.edu

E-Mail Address info@Calnorthern.edu

Services

Job Placement Services	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Counseling	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Development	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Financial Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Veteran Approved	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Distance Learning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Open Entry / Open Exit	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Century 21 of the West, Inc.

Physical Address

1722 Mangrove Avenue, Suite 36
Chico, CA 95926

Occupational Objective

Real Estate Agent License

Mailing Address

1722 Mangrove Avenue, Suite 36
Chico, CA 95926

Phone 530-345-6618

Fax 530-345-6657

Web Address www.century21.com

E-Mail Address none

Services

Job Placement Services	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Development	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Approved	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Distance Learning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Open Entry / Open Exit	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Chico Beauty College

Physical Address

1356 Longfellow Avenue
Chico, CA 95926

Occupational Objective

Cosmetologist, Nail Technician

Mailing Address

P.O. Box 864
Chico, CA 95926

Phone 530-343-4201

Fax 530-343-4231

Web Address none

E-Mail Address none

Services

Job Placement Services	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Development	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Veteran Approved	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Distance Learning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Open Entry / Open Exit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Chico Therapy and Massage School

Physical Address

1215 Mangrove Avenue, Suite B
Chico, CA 95926

Occupational Objective

Massage Technician

Mailing Address

1215 Mangrove Avenue, Suite B
Chico, CA 95926

Phone 530-891-4301

Fax 530-891-4359

Web Address www.chicotherapy.com

E-Mail Address Chicothrpy@aol.com

Services

Job Placement Services	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Development	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Approved	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Distance Learning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Open Entry / Open Exit	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Computers and Tutors

Physical Address

9287-D Midway
Durham, CA 95938

Mailing Address

9287-D Midway
Durham, CA 95938

Phone 530-342-5282

Fax 530-342-5282

Web Address none

E-Mail Address none

Occupational Objective

*Basic Computer Skills for Business & Medical-
Related Front and Back Office Positions, Retail
Marketing*

Services

Job Placement Services	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Counseling	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Development	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Approved	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Distance Learning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Open Entry / Open Exit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Foster Elite

Physical Address

5015 Feather River Blvd.
Oroville, CA 95966

Occupational Objective

Commercial Diesel Truck Driving

Mailing Address

5015 Feather River Blvd.
Oroville, CA 95966

Phone 530-527-5427

Fax 530-527-5427

Web Address none

E-Mail Address none

Services

Job Placement Services	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Development	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Financial Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Veteran Approved	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Distance Learning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Open Entry / Open Exit	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

H & R Block Tax Training School

Physical Address

2255 The Esplanade, Chico, CA 95926
2330 Lincoln Street, Oroville, CA 95966

Occupational Objective

Tax Preparer

Mailing Address

2255 The Esplanade, Chico, CA 95926
2330 Lincoln Street, Oroville, CA 95966

Phone 530-895-1876 / 530-533-8485

Fax 530-895-8202

Web Address www.handrblock.com

E-Mail Address none

Services

Job Placement Services	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Counseling	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Development	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Approved	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Distance Learning	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Open Entry / Open Exit	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Ja'Onna's Laboratory Skills Training Program

Physical Address

3760 Morrow Lane, Suite A
Chico, CA 95928

Occupational Objective

*Phlebotomist, Medical Lab Assistant, Paramedical
Examiner*

Mailing Address

3760 Morrow Lane, Suite A
Chico, CA 95928

Phone 530-345-4248

Fax 530-345-4248

Web Address none

E-Mail Address none

Services

Job Placement Services	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Development	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Approved	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Distance Learning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Open Entry / Open Exit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Oroville Adult School

Physical Address

2060 Second Street
Oroville, CA 95966

Mailing Address

2060 Second Street
Oroville, CA 95966

Phone 530-534-7912

Fax 530-534-8546

Web Address none

E-Mail Address drobinso@ben.bcoe.butte.k12.ca.us

Services

Job Placement Services	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Development	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Approved	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Distance Learning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Open Entry / Open Exit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Vocational Programs

Certified Nurse Assistant

Occupational Objective:
Certified Nurse Assistant

Training site Location:
Prospect High School

Computer Operator -- Business Applications

Occupational Objective:
Clerical Occupations

Training Site Location:
2116 5th Avenue, Oroville

Computer Operator -- Introduction

Occupational Objective:
Basic Computer Skills

Training Site Location:
2116 5th Avenue, Oroville

Fire Fighter Training

Occupational Objective:
Firefighting

Training Site Location:
Call Adult School for Information

Job Readiness / TANF / CalWORKS

Occupational Objective:
Job Readiness

Training Site Location:
2114 5th Avenue, Oroville

Medical Assistant Program

Occupational Objective:

Medical Assistant

Training Site Location:

Call Adult School for Information

School Bus Driver Education

Occupational Objective:

School Bus Driver

Training Site Location:

Oroville High School

Secretary -- Office Technology

Occupational Objective:

Secretary

Training Site Location:

2116 5th Avenue, Oroville

Welding / Fabrication

Occupational Objective:

Welder, Fabricator

Training Site Location:

Las Plumas High School

Pacific Technical Institute, Inc.

Physical Address

3760 Morrow Lane, Suites B & C
Chico, CA 95928

Mailing Address

3760 Morrow Lane, Suites B & C
Chico, CA 95928

Phone 530-892-1350

Fax 530-892-1352

Web Address

E-Mail Address

Occupational Objective

*CAD Technician, Medical Secretary, Receptionist,
Front & Back Office Worker, Computer Repair &
Assembly for General Office Equipment*

Services

Job Placement Services	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Development	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Approved	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Distance Learning	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Open Entry / Open Exit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

note: Special training is offered for the hearing &
visually-impaired

Valley West Care Center

Physical Address

1224 E Street
Williams, CA 95987

Occupational Objective

Certified Nursing Assistant

Mailing Address

P.O. Box 1059
Williams, CA 95987

Phone 530-473-5321

Fax 530-473-5172

Web Address none

E-Mail Address none

Services

Job Placement Services	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Development	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Veteran Approved	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Distance Learning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Open Entry / Open Exit	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Western University of Health Science

Physical Address

1400 W 3rd Street
Chico, CA 95926

Mailing Address

1400 W 3rd Street
Chico, CA 95926

Phone 530-898-7020

Fax 530-898-7038

Web Address www.westernu.edu

E-Mail Address none

Vocational Programs

Family Nurse Practitioner

Occupational Objective:

Family Nurse Practitioner

Training Site Location:

1400 W. 3rd Street, Chico

Physician Assistant

Occupational Objective:

Physician Assistant

Training Site Location:

1400 W. 3rd Street, Chico

Services

Job Placement Services	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Counseling	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Development	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Veteran Approved	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Distance Learning	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Open Entry / Open Exit	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Private Industry Council - Administered Training Programs

Physical Address

2185 Baldwin Avenue, Oroville, CA 95966
2445 Carmichael Drive, Chico, CA 95928

Mailing Address

2185 Baldwin Avenue, Oroville, CA 95966
2445 Carmichael Drive, Chico, CA 95928

Phone 530-538-7301 / 530-895-4364

Fax 530-538-1167 / 530-895-4010

Web Address www.ncen.org

E-Mail Address none

Services

Job Placement Services	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Development	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Veteran Approved	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Distance Learning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Open Entry / Open Exit	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Vocational Programs

Business Technology

Occupational Objective:

Occupations Within Business Community

Training Site Location:

Paradise Employment Center

Contact: Nancy Williams 530-872-6350

Butte Culinary Academy

Occupational Objective:

Chef

Training Site Location:

Sylvester's, CSUC Campus, 530-898-5127

Contact: Audrey Bultema 530-538-7301

Certified Nurse Assistant

Occupational Objective:

Certified Nurse Aid

Training Site Location:

Paradise Employment Center

Contact: Nancy Williams 530-872-6350

Diversified Occupations

Occupational Objective:

Job Readiness, Basic Computer Skills, Career Exploration

Training Site Location:

Pleasant Valley High School, Chico

Contact: Audrey Clarke 530-538-7301

Northern California Baking School

Occupational Objective:

Baker

Training Site Location:

2495 Carmichael Drive, Chico

Contact: Marta Henry 530-538-6798

Northern California Food Service

Occupational Objective:

Occupations in Food Service

Training Site Location:

2945 Carmichael Drive, Chico

Contact: Marta Henry 530-538-6798

Truck Driving

Occupational Objective:

Class A Truck Driver

Training Site Location:

Gail Parsons 530-879-3448



Please return completed questionnaire to:
Butte County Community Employment Center
2185 Baldwin Avenue
Oroville CA 95966

Phone: (530) 538-6798
Fax: (530) 534-3839

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

NAME: _____
POSITION: _____
PHONE: _____ FAX: _____

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in **Butte County**. Please call the number above if you have questions.

COST ESTIMATORS

Cost Estimators prepare cost estimates for manufacturing of products, construction projects, or services to aid management in bidding on or determining price of products or services. They may specialize according to a particular service performed or product produced.

1. What job title(s) do **you** use for these duties _____ 005

2. How many employees do you **currently** have in this occupation? _____ 010
How many of these fall within each of the following categories, and how many hours per **week** do they work, on average?

	NUMBER OF EMPLOYEES					AVERAGE WEEKLY HOURS		
Regular, Full Time:					590			591
Regular, Part Time:					650			651
Temporary Or On-Call:					630			631
Seasonal:					610			611

3. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:

vacancies resulting from promotions within your firm?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>									031
vacancies resulting from people in permanent positions leaving your firm?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>									032
new permanent positions resulting from growth?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>									030
temporary or seasonal positions?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>									033

4. Of the employees you currently have in this occupation, how many are: MALE? _____ 060 FEMALE? _____ 061

5. During the last year, did your firm's employment in this occupation: (Please Check One)

DECLINE ☐ 480 3 REMAIN STABLE ☐ 480 2 GROW ☐ 480 1

Why? _____ 481

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 740 3 REMAIN STABLE ☐ 740 2 GROW ☐ 740 1

Why? _____ 741

7. Are your employees in this occupation members of a union? (Please Check One) YES ☐ 300 1 NO ☐ 300 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 390 4 SOMETIMES ☐ 390 3 USUALLY ☐ 390 2 ALWAYS ☐ 390 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

(Job Title) 414 _____
(Months of Experience) 416 _____
(Job title) 415 _____
(Months of Experience) 417

10. How difficult is it to find **fully experienced and qualified** applicants? (Please Check One)

NOT DIFFICULT ☐ 721 1 A LITTLE DIFFICULT ☐ 721 2 SOMEWHAT DIFFICULT ☐ 721 3 VERY DIFFICULT ☐ 721 4

11. If you ever hire **inexperienced** applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards? (Please Check One)

NOT DIFFICULT ☐ 731 1 A LITTLE DIFFICULT ☐ 731 2 SOMEWHAT DIFFICULT ☐ 731 3 VERY DIFFICULT ☐ 731 4

12. Is training acceptable as a substitute for experience? (Please Check One)

NEVER ☐ 391 4 SOMETIMES ☐ 391 3 USUALLY ☐ 391 2 ALWAYS ☐ 391 1

13. If training or certification is required prior to employment, please describe what is needed and how much.

(Training or Certification Needed) 153 _____ 156
(Months of Training)

14. What level of formal education do most of your recently hired employees in this occupation have? (Please Check One)

LESS THAN HIGH SCHOOL <input type="checkbox"/> 140	ASSOCIATE (2 YEAR) DEGREE <input type="checkbox"/> 142
HIGH SCHOOL OR EQUIVALENT <input type="checkbox"/> 141	BACHELOR (4 YEAR) DEGREE <input type="checkbox"/> 144
SOME COLLEGE, BUT NO DEGREE <input type="checkbox"/> 157	GRADUATE STUDY <input type="checkbox"/> 158

15. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please check all that apply)

WORD PROCESSING ☐ 051 SPREADSHEET ☐ 050 DATABASE ☐ 052 DESKTOP PUBLISHING ☐ 053

Other (Please Specify): _____ 054 _____ 055

16. Over the next three years, what new skills are needed to perform the functions of this occupation and what skills are becoming obsolete?

NEW SKILLS: _____ 460 OBSOLETE SKILLS: _____ 462

_____ 461 _____ 463

17. What is the usual income earned by your employees in this occupation at the following levels of skill and experience? Please separate the base wage or salary from tips and commissions, if applicable.

	BASE WAGE OR SALARY		TIPS OR COMMISSIONS	
New Hires With No Experience (Trained or Untrained):	\$ _____	550	\$ _____	553
New Hires Who Are Experienced:	\$ _____	551	\$ _____	554
Experienced Employees After Three Years With Your Firm:	\$ _____	552	\$ _____	555

Per: (Please Check One) HOUR ☐ 556 H WEEK ☐ 556 W HOUR ☐ 557 H WEEK ☐ 557 W

MONTH ☐ 556 M YEAR ☐ 556 A MONTH ☐ 557 M YEAR ☐ 557 A

Other(Please specify) _____ ☐ 556 O Other _____ ☐ 557 O

18. Does your firm offer benefits to employees in this occupation? (Please Check One) YES ☐ 589 1 NO ☐ 589 2

If yes, please specify: (Please Check All That Apply)

FULL-TIME		PART-TIME		FULL-TIME		PART-TIME	
MEDICAL INSURANCE <input type="checkbox"/> 573	<input type="checkbox"/> 583	PAID SICK LEAVE <input type="checkbox"/> 571	<input type="checkbox"/> 581				
DENTAL INSURANCE <input type="checkbox"/> 574	<input type="checkbox"/> 584	PAID VACATION <input type="checkbox"/> 570	<input type="checkbox"/> 580				
VISION INSURANCE <input type="checkbox"/> 575	<input type="checkbox"/> 585	RETIREMENT PLAN <input type="checkbox"/> 572	<input type="checkbox"/> 582				
LIFE INSURANCE <input type="checkbox"/> 576	<input type="checkbox"/> 586	CHILD CARE <input type="checkbox"/> 577	<input type="checkbox"/> 587				
Other (Please Specify): _____ 578		_____ 588					

19. Do you ever promote employees from this occupation to higher level position? (Please Check One) YES ☐ 514 1 NO ☐ 514 2

If yes, please specify: _____ 510

20. When you recruit employees for this occupation, which of the following methods do you **primarily** use ? (Check all that apply)

EMPLOYEES' REFERRALS <input type="checkbox"/> 371	PUBLIC SCHOOL OR PROGRAM REFERRALS <input type="checkbox"/> 376
RECRUIT VIA NEWSPAPER ADS <input type="checkbox"/> 372	PRIVATE SCHOOL REFERRALS <input type="checkbox"/> 377
PRIVATE EMPLOYMENT AGENCIES <input type="checkbox"/> 373	EMPLOYMENT DEVELOPMENT DEPT. <input type="checkbox"/> 374
HIRE UNSOLICITED APPLICANTS <input type="checkbox"/> 379	UNION HALL REFERRALS <input type="checkbox"/> 378
IN-HOUSE PROMOTION OR TRANSFER <input type="checkbox"/> 370	Other(Please specify): _____ <input type="checkbox"/> 380

THANK YOU FOR YOUR COOPERATION !

Would you like to receive the outlook summary for this or any other occupation? (Please check one) YES ☐ 382 1 NO ☐ 382 2